

AA Appropriate Adult

ABC Acceptable Behaviour Contract. A Voluntary contract between a young person, their parent and the Council setting out acceptable behaviours expected to reduce anti-social behaviour.

ACE Adult and Continuing Education

ACER Association of Colleges of the Eastern Region

ACL Adult and Community Learning

ACPC – Area Child Protection Committee Former name of the Local Safeguarding Children's Board

Accountable Responsible for actions or tasks.

ACRE Action with Communities in Rural England

Action Plans: Plans which set out the steps and resources required to help services meet their objectives and targets. They show how service and team business plans will be implemented throughout the coming year.

Addaction Non-statutory national agency which provides all adult drug treatment services in the country

Admissions (to School) See also [Admission Authority](#), [Published Admission Number \(PAN\)](#), [Admission Appeal Panel](#). Parents have the right to express a preference for a school. They do not have a right to send their child to the school of their choice. Whether the child is offered a place will depend on the number of places available, the number of other applications and any selection or religious criteria the school has.

Admission Appeal Panel The appeal panel is a group of 3 or 5 people who decide whether a child who has already been turned down for a school by the Admission Authority should be given a place. The appeal panel is **independent of the Admission Authority**. There are strict rules about who should be on the panel - no member of the panel can be governor of the school, **connected to the school**, or a local councillor.

Admission Authority The admission authority is the official body which decides the rules on how children will get a place at a school and also who is offered a place. For community and voluntary controlled schools the admissions authority is generally the LA; for all others it is the governors.

ADCS Association of Directors of Children's Services. The national leadership association for statutory directors of children's services and other children's services professionals in leadership roles.

ADSS now defunct Association of Directors of Social Services - now [Association of Directors of Children's Services](#) or [Association of Directors of Adult Social Care](#)

Advocacy The representation of service users' interests in order to improve their situation. See also [Customer Services Unit](#). and [Cambridgeshire's Advocacy Handbook](#)

AFL Assessment for learning – sometimes called “formative assessment”, refers to the process of using assessment information to help students improve as they learn.

Agreement A mutual understanding or a contract legally binding on parties.

AI Assigned Inspector

AIDS/HIV Abbreviations for Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus.

Aids and Adaptations Means by which people with disabilities are helped to live more independently in their own home, (another name for [disability equipment](#)) See [Occupational Therapy](#)

Aiming High The Government's national transformation programme for disabled children's services.

Allocation The process of deciding who does what. "Allocating a referral for assessment" for instance means deciding which practitioner is best placed to carry out the assessment of the person referred given the information available.

Annual Review (SEN) A meeting between parents, school staff and other professionals involved to consider the progress of a child with a statement and to make sure the statement continues to meet his or her needs. The review must take place within 12 months of making the statement or within 12 months of the previous review.

APA Annual Performance Assessment – t- now superseded by Comprehensive Area Assessment.

APT&C Administrative, Professional, Technical and Clerical. See '[Local Government Employee](#)'.

Appointee A person assigned to a post or to undertake a task. (Legal Term)

Appropriate Adult When the police are questioning a young (under 17 years old) or vulnerable person an appropriate adult must be present. In the vast majority of cases this will be a parent, carer, relative, friend or other person who is able to provide support. Vulnerable people could include adults that because of their mental health, learning disabilities or literacy problems may not understand the significance of what is being said, of questions or their replies. The adult service has a service level agreement [SLA] with the YOS to provide appropriate adults to vulnerable adults. During office hours the contact is the Youth Offending Service on 01223 718223, and out of office hours and at weekends the Emergency Duty Team on 01733 234724.

Approved Practitioner A medical practitioner approved by the Secretary of State as having special experience in the diagnosis and treatment of mental disorder.

Approved Social Worker (ASW) A social worker approved by a local Social Services authority as having appropriate competence in dealing with persons who are suffering from a mental disorder.

Approval Sanction to carry out role/task.

Area Team See Locality Team, or Children's Social Care Area Team

ASB Anti-Social behaviour. Any behaviour which causes alarm, fear or distress to any person. The Anti-Social Behaviour Act 2003 is the relevant legislation.

ASC Autistic Spectrum Condition

ASDAN Award Scheme Development and Accreditation Network

Assessment (Care) The process by which judgements are made about an individual or family and their environment, to decide what their social care needs are.

Assessment for Learning (AfL) Sometimes called 'formative assessment'- refers to the process of using assessment information to help students improve as they learn.

Assessment (Special Educational Needs) The process of building a picture of a child's abilities, difficulties, behaviour and his or her special educational needs. Statutory assessment is a formal procedure involving the collection of information from parents, school, staff, health and social services, psychologists and LA staff. An assessment provides the LA with advice on the support required to meet the child's special educational needs.

Association of Directors of Children's Services ADCS A national association which represents Chief Officers responsible for Children and Young People's Services - see also Association of Directors of Adult Social Services

Association of Directors of adult Social Services (ADaSS) A national association which represents all the Directors of Adult Social Services in England, Wales and Northern Ireland.

AST Advanced Skills Teacher Teachers who have been recognised through external assessment as having excellent classroom practice are given additional payment and increased non contact time to share their skills and experience with other teachers.

ASW See [Approved Social Worker](#).

Attendance (at school) Parents are guilty of an offence if their child does not attend their school regularly, unless the child has a legally recognised reason, such as illness, which prevents them from attending school.

Attainment Targets Broad headings under which pupils' learning is grouped. For example, in English AT1 is Speaking and Listening, AT2 is Reading and AT3 is Writing

Audit Commission The Audit Commission provides auditors to all local authorities and NHS bodies in England and Wales, and helps to bring about improvements in economy, efficiency and effectiveness through value for money studies and the audit process.

Audit & Practice Standards Manager Responsible for auditing and promoting national and local standards of practice and performance in relevant service sector.

Authorisation Authority given by a designated person.

AVoice4us.com Cambridgeshire's website for looked after children

AWPU (Age Weighted Pupil Units) – the main factor in school funding.

BA (Benefits Agency) Obsolete -now [Department for Work and Pensions](#)

Balance Sheet A statement of the assets, liabilities and other balances at the end of an accounting period.

Balanced Scorecard A performance management approach which combines performance information to give an overview of progress against targets, business processes, resourcing and customer feedback. In Social Services it was the name given to the shared collection of information about how social care teams perform against our performance indicator targets.

Baseline A performance figure that is used as a starting point to track progress and to set future target levels. The Baseline Assessment of children starting school at age 4+ has now been replaced by the Foundation Stage Profile

BASW See [British Association of Social Workers](#)

BCS British Crime Survey

BDA Business Development Area

BECTA BECTA is the Government's lead agency for Information and Communications Technology (ICT) in education, covering the United Kingdom.

Behaviour / Discipline Policy A behaviour/discipline policy based on the school governor's statement of principles must be drawn up by the head teacher and publicised to pupils and parents at least once a year.

Behavioural Difficulty (Special Educational Needs) A consistent pattern of behaviour usually specific to a particular situation which is unacceptable or inappropriate and which is incompatible with the efficient education of the child or his or her peers.

Benefits Financial benefits, paid by Central Government (usually periodical cash payments) administered by Department for Work and Pensions.

Benchmark The "target price" for a service/package of services beyond which approval is needed from senior management or a Panel.

Benchmarking Comparing your performance with that of similar authorities or groups of authorities in order to improve your services.

Best Value A requirement by Central Government on Councils to deliver all services by the most efficient and effective means available in terms of both cost and quality.

(The) Big Plan The Cambridgeshire Children's Trust's Strategic Plan

BigPlan2 The second version of the Big Plan

Blue Badge Badge to be used by disabled person (or child) incapable of walking far, to park close to their destination (was Orange Badge)

BME Black and minority ethnic

Bottom Line The total of all budgets controlled by a budget holder.

British Association of Social Workers (BASW) An association representing all Social Work practitioners in England, Wales and Northern Ireland.

BREEAM Building Research Establishment Environment Assessment Method

BSA **Basic Skills Agency** - The national development organisation for literacy and numeracy

BSF Building Schools for the future

BSP Behaviour Support Plan

Budget Holder Manager with responsibility (formal or delegated) for controlling expenditure to given limits.

Budget Preparation ("Prep") The process of determining how to spend the resources available to the council. Budget holders specify individual priorities within a policy framework before Departmental Management Team (DMT) make recommendations to relevant Committee.

"Building Brighter Futures" Children's Plan issued by **DCSF** in December 2007

Business Objects Computer system used to interrogate information held on our client information database SWIFT.

Business Plan A plan outlining the projected aims, objectives, and budget forecasts of a business unit.

Business Excellence Model A model based on the principle of self-assessment and comprising nine criteria against which members of an organization, or services within

it, systematically assess performance, resulting in an evaluation of strengths and areas for improvement.

BVPIs Best Value Performance Indicators. These are statutory performance indicators which all Best Value authorities must collect annually, and which are useful for comparing our performance against those of other county councils. The data is published annually and are in Cambridgeshire's Best Value Performance Plan.

BVPP Best Value Performance Plan

Caldicott Guardian This is a senior manager whose role is to safeguard and govern the ways which personal information is accessed, stored and shared. Cambridgeshire Social Care Caldicott guardian is the Communication & Customer Relations Manager, Paul Ainsworth. More information about Caldicott in Social Care can be found at the DoH [website](#).

CAEC Cambridge Adult Education Consortium

CAF Common Assessment Framework A new standardised approach to assessing children's needs for services, designed for practitioners to all agencies. See <http://www.everychildmatters.gov.uk/> and search for Common Assessment Framework.

CIAS: [Cambridgeshire Independent Advocacy Service](#)

CALC Cambridgeshire Association of Local Councils now the [Cambridgeshire and Peterborough Association of Local Councils](#)

CALL Community Access to Lifelong Learning

CAM – Know as the Children's Allocation Meeting. This Panel makes decision about the allocation of costly social care resources – e.g. funding for legal proceedings, and accommodation packages. D-CAM is a similar panel that focuses on services for disabled children

Cambridgeshire Learning Disability Partnership Includes both Social care and Health professionals who provide specialist services for adults with Learning Disabilities

CamWeb The Cambridgeshire Intranet (CamWeb) is the Council's own private Internet; using the same technology as the Internet but restricted to the countywide network for staff and member use only. It is a medium for sharing and discovering information within directorates and corporately. See also Intranet and Internet.

Cambridgeshire Direct Cambridgeshire's single point of contact for the public, offering information about all statutory and voluntary provision in the County. Initial referral information is captured by the Contact Centre and forwarded to social care teams.

Cambridgeshire Music – Cambridgeshire & Peterborough's County Music Service
www.cambridgeshiremusic.org

Cambridgeshire.net Cambridgeshire's searchable database of community and voluntary organisations.

[Cambridgeshire Together](#) A partnership of the county's most influential organisations (including the County Council) which aims to improve the quality of life for all who live, learn, work and travel in the county

CAPE Cambridge Alternative Programme of Education

Care Management The process by which people's social care needs are assessed and the package of care to meet their needs is drawn up, delivered and reviewed.

Care Package A "package" of services that are brought together by the social Care Manager for one Service User to address their identified needs.

Care Planning The process by which various ways of meeting people's identified social care needs are examined, agreement reached on which services will actually be provided (and at what cost) care objectives identified and arrangements made to keep these services under review.

Care Programme Approach [CPA]. The process by which the health and social care needs of a person with mental health needs is assessed and reviewed by the secondary mental health services.

Carer A person who is providing care for a service user but is not an employee of any agency. This could be a relative, friend/neighbour or a care family fostering a child.

CAS [Cambridgeshire Advisory Service](#)

Case File An agreed file format with appropriate dividers providing a structure for the filing of case related information and documents. A file is set up for each individual or groups of people receiving/providing a service from/to the Council. Case files are the property of Cambridgeshire County Council.

Case A generic label to encompass all the work done in relation to a service user or a resource provider.

Cash Limit The amount of budget available to a budget holder for a given period (usually one financial year).

CBDS Common Basic Dataset. These are nationally agreed sets of essential information held in all schools and LAs which can be transferred in a standard electronic format.

CCB Cambridge Connect Board

CCC [Cambridgeshire County Council](#).

CCIS Connexions Customer Information Service

CCJB Cambridgeshire Criminal Justice Board

CCN Cambridgeshire Community Network

CCS Cambridgeshire Catering and Cleaning Services

CCT Cambridgeshire Children's Trust – responsible for improving outcomes for children and young people in Cambridgeshire, so that every child achieves their potential (replaces Children and Young People's Strategic Partnership)

CCTA City College for the Technology of the Arts

CCTE [Chamber of Commerce, Training and Enterprise](#)

CCVS [Cambridge Council for Voluntary Service](#)

CDRP Crime and Disorder Reduction Partnership. All District/Unitary Councils have a CDRP. They are partnerships of key agencies with strategies for reducing crime and disorder.

CEAP Community Education Area Planning

CEES [Cambridgeshire Environmental Education Service](#)

Certification (slips) A form to attach to invoices for payment requiring confirmation of the suitability for payment and authorisation by an approved member of staff.

CES Commissioning Enhanced Services

CEX Chief Executive

CEYP Cambridgeshire Early Years Partnership

C4C [Change for Children](#)

CHES Cambridgeshire Health, Education and Social Services

Children's Centres: Service hubs where children under 5 and their families can receive seamless integrated services. Cambridgeshire currently has 27 Centres with a further 13 to be delivered by April 2010

CIS Childcare Information service – provided by the Early years and Childcare team together with Opportunity links – comprehensive information about all matters relating to children up to 8 years of age.

CITSA Cambridgeshire Information Technology Services Agency

Children's Disability Team A team of social workers specifically dealing with children with complex or profound disabilities.

Children's Services Payments (CSP) Payments to foster carers - previously known as the Boarded Out system.

Children's Services Unit (CSU) Unit co-ordinating provision of services to children.

City Technology Colleges (CTCs) are funded by the Government and private business. They provide secondary education with a strong scientific and technological element or in some cases an emphasis on the arts. There are none in Cambridgeshire

City Academies are publicly funded independent secondary schools with a specialism in a particular area of the curriculum, and have sponsorship from the private or voluntary sector or from a religious faith group. They can select up to 10% of pupils on the basis of an aptitude for their specialism. There are none in Cambridgeshire

CJD (Creutzfeldt-Jakob Disease)

A disease of the brain featuring sudden deteriorations and requiring specialised responsiveness by Social Workers.

Class Size Prejudice would be caused if a school was to admit an extra pupil above the legal limit of 30 for infant classes.

Client Obsolete term – now referred to as "Service User".

Climbie Report Report on the death of Victoria Climbie which has sparked wholesale reorganisation of provision of protection services for children. Also known as the Laming Report

Clinical Governance The Health Service equivalence of Quality Assurance - Clinical Governance aims to ensure that: systems are in place to monitor the quality of clinical practice; clinical practice is reviewed and improved as a result; clinical practitioners meet nationally and locally agreed standards. This is achieved through such means as: clinical audits, development of clinical leadership skills, audits of customer feedback, risk management and continuing education of clinical staff.

CLG Children's Leadership Group. Comprises Deputy Chief Executive, Directors, Heads of Service, Area Managers and Key Business Partners.

CLP Cambridgeshire Learning Partnership

CMES Cambridgeshire Multicultural Education Service (now re-named CREDS)

CO2 Carbon dioxide

Codes of Practice – Guidance from the General Social Care Council that stipulates the expectations for the conduct and practice of people working in Social care. This code covers six key areas – protecting and promoting service user rights, promoting the independence of service users, respecting the rights of service users, upholding public confidence and trust, and being accountable for the quality of their work.

Code of Practice (Special Educational Needs) A guide to schools and LAs about their responsibilities to children with special educational needs. The Code offers practical recommendations about ways, according to the 1996 Education Act and Special Educational Needs and Disability Act 2001, that special needs should be identified, assessed and how support should be offered.

Cognitive Ability Tests - CATs standardised tests which some schools use in order to measure pupils' ability to process information

Commission To instruct a member of staff to complete a specific task.

Commission for Social Care Inspection Defunct – now the [Care Quality Commission](#) is the single, independent inspectorate for all social care services in England.

Commissioning Identifying and purchasing a range of services for service users.

Commitment Record Implementation Project. (CRIP) A project that has been set up to implement a solution that will enable Social Care staff to accurately record & monitor their Commitment Records over the financial year.

Common Referral Form – Standardised paperwork for all Agencies dealing with children to refer to each other's services. Form is based on the format for initial assessments and can be used as an assessment in itself if agreed by the referring and referred to Agency. Now called Single Agency Referral Form (SARF)

Community Psychiatric Nurse (CPN) A nurse based in the community qualified to deal with people suffering with mental health problems.

Community Schools - (mostly former county) schools. The majority of all schools. The local education authority owns the school and is the employer of the staff. Generally the LA is responsible for admissions. The majority are comprehensive and most educate girls and boys together (co-educational), but some are single sex. (There are no single sex schools in Cambridgeshire) Religious education is given and whilst being basically Christian it also reflects the beliefs of other faiths established in the area.

Comprehensive Area Assessment The Government's new way of assessing local public services in England (superseding Comprehensive Performance Assessment). The first results were published nationally in December 2009 on the [Oneplace](#) website. Cambridgeshire Together, the partnership of the County's key organisations, considers and approves an annual self-assessment which is submitted to the Government as part of the assessment process.

Comprehensive Schools are open to all children. At banded comprehensives children are assessed so that there is a balance of ability across the school.

Compulsory or Statutory School Age The period of time when a child must, by law, have access to education. This is the start of the term after a child's fifth birthday. Any education before that time is not "compulsory" in law.

Connexions The support service for young people aged 13-19 offering confidential advice on careers and personal issues now integrated into Children and Young People's Services . See [Connexions](#) web pages on CCC site for local contact details for Cambridgeshire. Connexions information for Young People is on the [Youthoria](#) website

Contact – A terms previously referred to in private law as “Access”. This describes the act of children meeting with parents or relatives that they no longer live with. Within Children's services this would be used to describe visits to birth parents where children are placed with foster carers or in residential provision

Contact Centre Cambridgeshire's single point of contact for the public, offering information about all statutory and voluntary provision in the County. Initial referral information is captured by the Contact Centre and forwarded to Field Care Teams. Also known as “[Cambridgeshire Direct](#)”

Contact Point A national database of all children 0 -18 which will provide a quick way for practitioners to find out who else might be working with a child or young person

Contract An agreement between parties for supply of goods or service at a specified price, enforceable by law.

[Contract Regulations](#) Replaces Standing Orders – See guidance on the [Procurement and Contract Management](#) pages

Core Subjects English, maths and science: all pupils must study these subjects up to Key Stage 4 (See Also [Key Stage](#))

County Fund Account The bank account used by the County Council for receipt of all monies due to the Authority. Correct budget coding of receipts ensures monies paid in are credited to the relevant income accounts.

COWA [College of West Anglia](#)

CPA Comprehensive performance assessment now superseded by Comprehensive Area Assessment.

CPALC [Cambridgeshire and Peterborough Association of Local Councils](#)

CPDC Cambridge Professional Development Centre

CPHF Cambridgeshire Primary Head teachers Forum

CPMHPT: Cambridgeshire and Peterborough Mental Health partnership NHS Trust

[CPN](#) Community Psychiatric Nurse.

CPO Community Punishment Order

CPRO Community Punishment and Rehabilitation Order.

[CQC](#) Care Quality Commission

CRC [Cambridge Regional College](#)

CREDS [Cambridgeshire Race Equality and Diversity Service](#)

CRIP Commitment Record Implementation Project. A project that has been set up to implement a solution that will enable Social Care staff to accurately records and monitor their Commitment Records over the financial year.

CRO Community Rehabilitation Orders

Creditor Individuals or organisations owed money by the Council for work done, goods received or services rendered but for which payment has not been made. Reserve creditors involve making a charge in the accounts for money owed at the end of a financial year.

CSA Childcare Sufficiency Assessment

CSCI Defunct - Commission for Social Care Inspection now replaced by [Care Quality Commission](#)

CSHA Cambridgeshire Secondary Head teachers Association

CSP Children's Services Plan

CSSHA Cambridgeshire Special Schools Heads Association

CTBL Cambs TEC & Business Link

CTC City Technology Colleges Funded by the Government and private business, they provide secondary education with a strong scientific and technological element or in some cases and emphasis on the arts. There are none in Cambridgeshire.

Curriculum - the full range of subjects taught in school.

CWRC [Cambridge Women's Resources Centre](#)

CWS Children's Workforce Strategy

CYPSP Children & Young People's Strategic Partnership **Obsolete** See [Cambridgeshire Children's Trust](#)

CYPP Children and Young People's Plan – See The Big Plan 2

DAAT Drug and Alcohol Action Team

DCMS [Department for Culture, Media & Sport](#)

D-CAM – Known as the Disabled Children's Allocation Meeting. This Panel makes decision about the allocation of resources for disabled children where they are supported in a home environment.

[DCSF](#) – Department for Children Schools and Families – previously known as the Department for Education and Skills DFES

DDA Disability Discrimination Act This became law in 2005 and gives public authorities a duty to eliminate unlawful discrimination against disabled people and to actively promote their equality and positive attitudes towards them.

Debtors Individuals or organisations from whom money is due to the council.

Department of Health (DH) The Department of Health is a central government department responsible for promoting the health of the nation, providing a National Health Service in England and social care, including oversight of personal social services provided by local authorities in England. Website: <http://www.doh.gov.uk/>

Department for Work and Pensions (DWP) Formerly The Department of Social Security, is central government department with overall responsibility for the administration of financial benefits. Website: <http://www.dwp.gov.uk>

Developmental Curriculum (Special Educational Needs) A curriculum for children who continue to have a need to learn everyday skills, such as dressing and shopping, and who may spend most of their schooling working towards the first steps of core school subjects.

DfES Department for Education & Skills **Now known as [DCSF](#)** Previously known as DfEE (Department for Education & Employment, DFE (Department for Education) and DES (Department for Education & Science)

DHSS now replaced by Department of Work and Pensions

Differentiation means teaching a child in ways and at levels which match their ways of learning thus:

Differentiated curriculum (Special Educational Needs) A curriculum that is specially adapted to meet the special educational needs of individual pupils either across core subjects or in specific areas.

[Disability & Carers Service](#) Administers Disability benefits and Carers Allowances

Disregard Not to be taken into consideration.

[DoH](#) [Department of Health](#).

DNA (in the context of Audit) Did Not Attend

DQI Design Quality Indicator

Duty The determined period of time from 10.00 am until 4.00 pm when a designated Social Worker is available to receive enquiries/referrals. Area Team offices are open from 8.45 am until 5.20 pm, (4.25 pm Fridays). This may differ where arrangements are made for referrals to be made through the Contact centre. “Intake” workers may

be available to members of the public or professionals for more limited times via the Area team office. See also [Emergency Duty Team](#).

Duty of Care schools have a duty of Care to their pupils

DTO Detention and Training Order. Court Order that allows for detention of young people in custody. Half of sentence is served in custody with second half in community on licence.

DWP Department for Work and Pensions. Formerly The Department of Social Security, is the central government department with overall responsibility for the administration of financial benefits website <http://www.dwp.gov.uk>

DX – Document Exchange A private postal system that undertakes to deliver next day by 9.00 am to a DX Box in a DX exchange. Items sent are guaranteed to be kept secure at all times. Corporate Post room at Shire Hall can advise on this service.

Early Years and Childcare Service Previously called the Care and Education Partnership, The Early Years and Childcare Service provides support and challenge to Cambridgeshire childcare providers so that they can offer high quality, accessible childcare provision for children and their families.

EAZ - Education Action Zone Defining a primary or secondary school as an area designated as requiring intensive support to raise educational standards, achievement and opportunities EAZ offers opportunities such as School-Home Support Workers, Drama/Dance, sports etc. Cambridgeshire does not have an EAZ.

e-Business Suite Cambridgeshire's e-Business Suite is a set of coordinated online applications that allow Council staff to carry out a range of business activities quickly and efficiently via their PCs. The areas of the Council's work covered by the e-Business Suite include Human Resources, Purchasing and the Council's core Finance functions, as well as a range of others. You can find more information about using the e-Business Suite on the intranet at:

<http://camweb.ccc.cambridgeshire.gov.uk/ocs/bsit/bd/pandp/bda/staff/ebus/>

EBD Emotional / Behavioural Difficulties

EBP Education Business Partnerships

ECDL European Computer Driving Licence (to find out about ECDL within CCC contact [Debbie Littlelyke](#))

ECM Every Child Matters

EDT See [Emergency Duty Team](#).

Educational Psychologist (Special Educational Needs) EPs work with children and young people who require support and guidance in an educational setting. They provide assessment, counseling and advice on meeting individual needs. For children with Statements of Special Educational Needs, educational psychologists will provide statutory advice and reviews of ongoing support. They also give advice

and help to parents and teachers on the social, emotional, behavioural and learning difficulties of children.

EEA see European Economic Area.

EEDA [East of England Development Agency](#) (RDA = Regional Development Agency)

Eligibility Criteria A means of deciding who should qualify to receive particular services by testing people's identified needs against a set of standards for each service. The same tests are applied to everyone so that services can be allocated on a fair and equitable basis.

E-mail Electronic mailing facility available across the county.

EMA – Education Maintenance Allowance more information on [CCC Internet](#)

Emergency Duty Team (EDT) Team of social workers who work out of office hours providing an emergency service weekdays from 5pm to 9am the following morning and weekends/bank holidays.

Enabling Authority An authority whose main function is to secure and fund services to reflect the assessed needs of its local population, selecting the most cost-effective services from among its own provision and those of other agencies.

Enquiry A contact about social care from anyone outside the Council for information. An enquiry can be the first stage of making a referral and is the process of recording information, before any decision is made. See "Referral".

EOB Eastern Orchestral Board

EOTAS Education Other Than At School

EPIC Educational Provision in Cambridgeshire

EPM Ltd Education Personnel Management Limited

EPS [Education Psychology Service](#)

EPQA Effective Practice and Quality Audit. The Youth Justice Board's thematic self-audit framework for quality assurance.

ESCR Electronic Social Care Records – project to enable viewing of all social care information held electronically about an individual.

ESF [European Social Fund](#)

ESL English as a second Language (also E2L)

ESLAC – Education Support for Looked after Children Details of arrangements in place in Cambridgeshire are listed in the "[Looked After Children Manual](#)".

[ESPO](#) Eastern Shires Purchasing Organisation

Establishments In Social care, terminology usually used to describe a local authority residential home or day centre for service users.

European Economic Area (EEA) The EEA aims to strengthen trade and economic relations between the EC and the member countries of EFTA (European Free Trade Association). Apart from single market measures, there is co-operation in education, research and development, consumer policy and tourism.

EWO Education Welfare Officers are responsible for carrying out the LA's statutory responsibilities in relation to school attendance. Essentially they are concerned with ensuring that children who are registered at a school attend that school regularly. EWOs also have responsibilities in relation to child employment, children in entertainment, children who are home educated, missing children and child protection.

EYDP Early Years Development Plan

EYFS Early Years Foundation Stage

Extended Schools By 2010, all schools must offer an extended range of services including activities, childcare, parenting and family support, easy access to specialist services and community facilities. These will often be provided beyond the normal school day.

Exclusion - means to exclude a pupil from school on disciplinary grounds. A fixed period exclusion is for a set length of time and the total must not add up to more than 45 school days in a school year. It should be for the shortest time necessary. A discipline committee of three or five school governors must be set up to consider exclusions. It can overturn certain exclusions.

Family Centre A unit run by either a local authority or a voluntary organisation that works with both children and their parents to achieve objectives such as teaching improved parenting skills or reducing family conflict.

Families and Young People's Service Non Residential services for children, young people and their families to help them with problems they may have includes; young men and women's groups, social skills groups for 8-11 years, Parenting Programmes.

[Families information Service](#) - Impartial information and advice for children, young people, parents and carers, to support the parenting role. Comprises a service directory, web pages, fully searchable database, telephone line, and an email address.

FAMIS term no longer used - See [E-Business Suite](#) Part of the suite of Oracle software that fits with [SWIFT](#) and with HERO the Human Resources Database.

FCP Fortnightly Carer Payments All payments made to foster carers are recorded on SWIFT. Payments are made via spreadsheets, updated by Fostering & Adoption

Service from information submitted by teams. Previously known as Boarded Out, Maintenance or Clothing Payments.

FE Further Education

FEDA Further Education Development Agency

Fees and Charges Income raised by charging users of services or facilities.

FFT Fischer Family Trust. Provides DCFS, schools and local authorities with analysis and estimates of pupil performance. website <http://www.fischertrust.org/>

Field-care/Fieldwork Staff Practitioners, eg social workers, care co-ordinators etc.

Field-Care Team Social care services are delivered by field-care teams. Each team is service specific (Older People / Physical Disability / Children / Learning Disability / Mental Health) covering a specific geographical area and provides support to the community within that region. An area team consists of "front line" field care staff eg Care Managers, Social Workers as well as support staff. See also "Health Team".

Financial Control Standards Standards of financial control which govern financial administrative procedures. The statements are designed to provide underlying corporate principles; detailed procedures are available in the Operational Instructions.

Financial Regulations Regulations giving the framework of responsibility and accountability which underpin the sound financial management of the Authority, providing the overall financial framework for the County Council to ensure the proper and best use of public funds.

FIS Families information Service - Impartial information and advice for children, young people, parents and carers, to support the parenting role. Comprises a hard copy directory of services, web pages, fully searchable database, telephone line, and an email address.

FLEXPAG Flexible Learning Priority Action Group

Formula Spending Share (FSS) Percentage of national tax revenue allocated to Cambridgeshire by central government - generally announced November/December each year and used by Cambridgeshire County Council to calculate budgets

Foster Care A method of caring for a child or young person being "looked after" by the authority by placing him/her with a family.

Foster Carer An approved carer for placement of a child or young person being "looked after" by the authority. Foster Carers are rewarded (financially) for the skills they use with the young people they care for.

Fortnightly Carer Payments (FCP) All payments made to foster carers via SWIFT. Previously known as Boarded Out, Maintenance, or clothing payments.

Foundation Schools (mostly former grant-maintained) receive their money through the LA and must have LA representatives on their governing body as well as representatives of their foundation. They are responsible for their own admissions and employ their own staff. If the foundation is a religious one the school can refuse admission to pupils who do not meet their published religious admission criteria and may give religious worship and education in line with their particular faith.

Foundation Stage Profile An assessment of educational abilities made at the end of a child's first year in school.

FPN Fixed Penalty Notice

FSP Foundation Stage Profile

FSS see [Formula Spending Share](#)

FTA Failure to Appear Bench Warrant

G2G Card Pre-paid debit card which was available to 13-16 year olds receiving free school meals or being Looked After. Anthony Paul is the current contact.

Generic General unspecialised. For example, a generic social work service deals with all or most Service User groups.

GCP [Greater Cambridge Partnership](#)

GCSE General Certificate of Secondary Education – the national examination which pupils usually take in several subjects at age 16

GEST Grants for Education Support and Training

GET Group Guidance, Employment and Training Group

GIS Government Information Service. Website <http://www.direct.gov.uk>

GNVQ General National Vocational Qualification – courses in vocational subject such as manufacturing, Art & Design etc

GO-EAST Government Office for the Eastern Region

Government Information Service (GIS) Government Information Service. Website www.direct.gov.uk

Governing Body The governing body has overall responsibility, with the head teacher, for the school. Governors work for the school unpaid.

GP General Practitioner

GPCCTE Greater Peterborough Chamber of Commerce, Training and Enterprise

GPDC Godmanchester Professional Development Centre

GPP Greater Peterborough Partnership

Grant (See also Specific Grant) An amount of money approved for payment to a named organisation or individual.

GSCC – This stands for the [General Social Care Council](#). They are responsible for maintaining a register of people working in Social care. They have to ensure that those seeking registration meet the requirements for registration and adhere to the Codes of practice

G & T Gifted and Talented

HCA see [Home Care Assistant](#)

Health Trusts All local health providers are now separated from the Strategic Health Authority (the strategic purchaser) and operate as self-governing bodies within the NHS. For the purposes of social care services contracting they are classified as independent providers.

HEFCE Higher Education Funding Council for England

HEI Higher Education Institutions

HEPP Home Education by Parental Preference

HMCI Her Majesty's Chief Inspector

HMI Her Majesty's Inspectorate

Hol Head of Inspection

HORSA Huttet Operation for Raising of School-Leaving Age

Hospital Teams (aka Discharge Planning Team or Transitional Care Team) Health teams consist of "front line" and support staff, out posted in hospitals to provide support for NHS patients in association with doctors, nurses and other health based practitioners.

[Home Care](#) (formerly known as Home Help)

Home Care Assistant (HCA) An individual providing assistance with personal care and other tasks, as designated by the Care Plan, such as shopping and collecting pensions.

Home Help see Home Care

Home Office The Government department responsible for internal affairs in England and Wales whose principal aim is to build a safe, just and tolerant society in which the rights and responsibilities of individuals, families and communities are properly balanced and the protection and security of the public are maintained. Website: <http://www.homeoffice.gov.uk/>

HRC Huntingdon Regional College website <http://www.huntingdon.ac.uk/>

IAG Information Advice and Guidance

IAP Independent Appeal Panel – for a permanent exclusion consisting of three or five people is set up by the LA and can overturn an exclusion.

ICS Integrated Children's System. Tool for practitioners which tracks electronic information on all children receiving social care in Cambridgeshire.

ICT Information and Communications Technology

IEP Individual Education Plan - a document which explains the extra help a child with special educational needs is getting and sets targets for the child's improvement.

IIP see Investors in People

ILA Individual Learning Account

IMPREST Account An advance or loan account. An agreed amount is deposited into a bank account from a central fund and may be used by the account holder for cash or cheque transactions where payment through the Creditors system is not practical or cost effective. On submission of an Imprest claim, the amount spent is reimbursed from the budget held by the account holder direct to the Bank account.

IMPULSE The integrated pupil database used across most education services, providing detailed information on individual children mostly collected from schools on a regular basis, and used to generate management information for schools and services. The name means: Information Management to Promote and Underpin LA and School Effectiveness

Inclusion / Integration (Special Educational Needs) The practice of educating children with special educational needs in mainstream schools wherever possible.

Income Amounts which the Council receive, or expect to receive from any source.

Individual Education Plan (Special Educational Needs) A learning programme devised for an individual child with learning difficulties.

Independent, Public and Private Schools provide education on a fee paying basis. Most education law applies only to state schools.

Independent Parental Supporter (Special Educational Needs) An IPS is a volunteer who has been trained by the Parent Partnership Service to offer help and support to parents of children with special educational needs.

Independent Sector Non-statutory agencies in both the private and voluntary sectors. Also includes "not for profit" organisations such as Housing Associations. (also referred to as "Private Sector").

Independent Special Schools A special school, which charges fees, run by a private individual or company.

Indicative Price The amount of money the council would expect to pay for a service.

Infant Class Sizes – must all be limited to 30 pupils per qualified teacher in 2001 - 2002

Inland Revenue deals with Child Benefit, Child Tax Credits and Working Tax Credits

In Loco Parentis meaning “in place of a parent”; the legal term defining teachers’ responsibility for pupils in their care.

INSET In-Service Education & Training (for school staff)

Inspection In relation to the registration of residential and nursing homes see Commission for Social Care Inspection.

Integrated Plan The County Council’s high level plan setting out its commitment to provide high quality and cost effective public services which reflect the views and wishes of the County’s people.

Internet A collection of information stored in computers physically located throughout the world.

Intranet An information service that uses 'internet' type technology, aimed at, and only available to staff within an organisation. Cambridgeshire County Council’s Intranet is [Camweb](#)

Investors In People This is an award that organisations can get (on application) if they train and induct staff to specified standards of excellence

IPP Integrated Planning Process

IRT – Information Referral and Tracking This is the multi agency access computer system which will replace the Child Protection Register. Sometimes referred to as LAC IRT.

ISA [Information Sharing and Assessment](#) DCSF initiative.

ISP Individual Service Plan

ISR Individualised Student Record

ISSP Intensive Supervision and Surveillance Programme

IYFAP - In Year Fair Access Protocol - Statutory requirement of the School Admissions Code to be used when normal admission arrangements have failed, and an umbrella document incorporating existing locally agreed policies for the admission of "vulnerable" children as defined by the DCSF

JAR Joint Area Reviews: formal inspections of the Children’s Services in an authority, replacing previous Ofsted inspections

[Jobcentre Plus](#) – administers most financial benefits for people of working age

[Joint Finance](#) Money available through the Health Authorities for new initiatives.

[Joint Planning](#) The system by which collaborative planning arrangements are agreed between Health, Housing, Social care Services and voluntary organisations.

[Journal Transfers](#) Entries made in the accounts by Finance staff, which doesn't involve payment or receipt of cash. Typically used to correct incorrect coding of transactions.

[Key Stage](#) The national curriculum divides a child's school career into four Key Stages. Key Stage 1 (years 1 & 2) from age 5+ to 6+, Key Stage 2 (years 3 to 6) from age 7+ to 10+; Key Stage 3 (years 7 - 9) from age 11+ to 13+ and Key Stage 4 (years 10 & 11) from 14+ to 15+. The end of each Key Stage is marked by standardised tests or examinations to assess progress.

[Key Worker](#) - Worker who can give an overview of a particular case.

[KS1](#) Key Stage 1

[KS2](#) Key Stage 2

[LA](#) Local Authority

[LAA](#) Local Area Agreement

[LAC - Looked After Children.](#)

[LACs](#) [See Local Authority Circulars.](#)

[LCN](#) Learning City Network

[LCVAP](#) Local Authority Coordinated Voluntary Aided Programme

[LEA](#) Local Education Authority (obsolete – just LA now)

[LEP](#) Local Education Partnership

[Learning Disability Consortium](#) now Cambridgeshire Learning Disability Partnership.

[Learning Support Assistant \(Special Educational Needs\)](#) LSAs work under the direction of teachers and are appointed to provide additional help in the classroom for a child or a group of children with identified special educational needs.

[Level 4 Carer](#) Foster Carer who received Skills Level Payments at Level 4

[LGA](#) See Local Government Association.

LIG Leadership Incentive Grant. DFES funding for secondary schools with particularly low attainment at GCSE. Grant is intended to be used to improve leadership capacity, improve teaching and learning, raise educational standards and enhance collaboration between schools.

LLLPAT Life-long Learning Priority Area Team

LMC Local Management Committee (Connexions)

LMSG Local Management and Steering Group

LMSS Local Management of Special Schools Scheme

Local Area Agreement An agreement between Cambridgeshire Together and Central Government with set targets (called national indicators) which runs until April 2011

Local Authority Circulars (LACs) Advice/guidance from DHSS to Local Authorities. Often time limited. Not all LACs are relevant to Children and Young People's Services .

Local Government Association (LGA) A national association of representatives of all local authorities in England and Wales which speaks to central government on behalf of local government as a whole.

Local Government Employee The phrase in force since 1997 and used to describe former APT& C and former Manual workers in Local Government.

Local indicators These are performance indicators chosen voluntarily by a council or a service to suit their own needs. Local PIs may support statutory PIs or focus on local priorities, but are not themselves a statutory requirement.

Local Safeguarding Children Board An inter-agency forum which brings together representatives of the agencies responsible for helping to protect children from abuse and neglect See the website at www.cambslscb.org.uk

Locality Teams The fourteen Locality Teams provide joined-up, responsive services for children and families living in their area, with the aims of:

- enabling all children and young people to reach their full potential;
- identifying needs at the earliest opportunity and ensuring more integrated, coordinated responses;
- bringing together the work of partners within the locality so that resources can focus on locally agreed priorities and actions and meeting the needs of that locality.

Long Term Care Period of ongoing care provision with a review date but no planned end date. Also known as Permanent Care.

"Looked After" A phrase used in law to describe a child being cared for by the local authority. A child is "looked after" if either they have been provided with "accommodation" at the request of their parents or they are in the care of the

authority. The responsibility of the local authority is the same for a child, whether they have been voluntarily accommodated or the subject of an Order.

[Looked After Children \(LAC\)](#) Looked After Children (LAC) procedures and material were introduced by the Department of Health to ensure that the planning and decision making for each child Looked After meets a high standard. The aim is to improve the quality of care provided for each child and the outcomes for them.

LPSA Local Public Service Agreements_ These are official voluntary agreements made jointly between local councils and central government. They focus on a set of challenging 'stretched' targets which, if met, will qualify the council for additional reward money.

LSC [Learning and Skills Council](#) – The organisation set up by the Government to oversee and fund all post 16 education other than in school based 6th forms. The LSC will be wound up in April 2010 with some responsibilities passing to the County Council.

LSCB Local Safeguarding Children Board

LSU Learning Support Unit : part of the Excellence in Cities initiative to support students with behavioural difficulties.

LSP – Local Strategic Partnership Partnership in local area – typically includes Health, Social Care Staff in Local Authorities, District Councils and other local stakeholders.

Maintained Nursery Class - a class for 3 – 5 year olds within a Cambridgeshire Local Education Authority area.

Maintained schools A school that is funded by the LA or Central Government

Making Cambridgeshire Count Led by Cambridgeshire Together, it aims to:

- Bring leaders and influencers together
- Place customer and community views at the centre of new thinking
- Make sure excellent services continue to be provided even if there is a 20% reduction in public sector finances

Manual employee Term for a Manual worker in use until 1997. See 'Local Government Employee'.

MCES Multicultural Education Service (see CREDS)

Mental Disorder Mental illness, arrested or incomplete development of mind, psychopathic disorder and any other disorder or disability of mind. Services for people suffering from mental health problems delivered by [Cambridgeshire and Peterborough Foundation Trust](#) from July 2008.

MFL – Modern Foreign Language

MIS Management Information Systems

MISG Management Information Steering Group

Modification (Special Educational Needs) Changing a programme of study, attainment target, assessment or any other part of the National Curriculum so that an individual child can benefit from it

MOSI Model of Staged Intervention. Tool by which practitioners identify a child's level of needs.

MSF Most Similar Force (relates to police forces)

Multi-Disciplinary Work Work undertaken jointly by workers and professionals from different disciplines or occupations.

NAACE [National Association of Advisors for Computers in Education](#)

Named Officer (Special Educational Needs) The officer in the LA who will be available to help parents during statutory assessment. In Cambridgeshire the Special Needs Officers take these responsibilities.

National Curriculum – Sets out a clear, full and statutory entitlement for all pupils in maintained schools between the ages of 5 and 16. It determines the content of what will be taught and sets attainment targets for learning. It also determines how performance will be assessed and reported. See www.nc.uk.net

National Curriculum levels There are eight levels to the national curriculum. It is expected that a child will reach Level 2 by the end of Key Stage 1, Level 4 by the end of Key Stage 2 and Level 5/6 by the end of Key Stage 3.

National Foster Care Association (NFCA) Now called The Fostering Network A charity working throughout the UK to promote and improve the quality of the foster care service. Individual membership of NFCA is open to foster carers, social workers and anyone interested in children in care. Local authorities, voluntary organisations and local foster care groups are eligible for corporate membership.

National Health Service Management Executive Management body for the National Health Service across the country.

National Vocational Qualification (NVQ) A system of qualifications developed in order to validate the competence of experienced, skilled members of staff. The scheme is a voluntary one but any qualification gained has a national recognition. Assessed competence is measured in 5 levels. Contact CCC Employee Development Team to find out which NVQs are offered in house.

NCA [National Childminding Association](#)

NCA National Credit Approval

NCB National Children's Bureau

NCH [National Children's Homes](#)

[NCMA](#) National Childminding Association

[NCSL](#) National College for School Leadership

Nearest neighbour authorities: the term given to other English authorities which are statistically similar to Cambridgeshire and therefore useful for benchmarking.

[NEC](#) [National Extension College](#)

[NEET](#) Not in Education, Employment or Training

[NEG](#) Nursery Education Grant – Money provided to pay for the education of all four year olds and some three year olds

Needs-led Identifying what a person actually needs; as opposed to "service led" where decisions are more determined by the services that are available.

Needs Level (Financial) The amount a person is seen to live on by the DWP when they claim Income Support/Pension Credit. The amount varies according to age and circumstances. Also known as the "applicable amount". Used for checking anticipated amount of Income Support/Pension Credit for people in residential care.

[Neighbouring Authorities](#) – Local Authorities neighbouring Cambridgeshire

[NFA](#) See No Further Action

[NFCA](#) [See National Foster Care Association](#)

[NFER](#) [National Foundation for Educational Research](#)

[NGFL](#) National Grid for learning (closed April 2006) – a web portal which provides a gateway to educational resources on the Internet. Now replaced by [BECTA](#)

[NI](#) National Indicator

[NLS](#) National Literacy Strategy

[NNS](#) National Numeracy Strategy

No Further Action (NFA) Where no further input is to be made by social care services and an enquiry/referral is closed and made "NFA".

[NOF](#) [New Opportunities Fund](#)

[NOR](#) Number on Roll

Non-Maintained Special Schools A special school, which charges fees, usually run by a charitable body

Normalisation Normalisation has become associated with recognition of the importance of choice, dignity and respect for people with a learning disability and of the need for their integration with the rest of society. In terms of service provision

this involves the Service User living in ordinary housing and being offered the opportunity to develop relationships with other members of society in the same way as anyone else.

NQT Newly Qualified Teacher – a person in his or her first year of teaching after successfully completing a training course.

NTO National Training Organisation

Nursing Home Care Care provided in a registered nursing home as defined in Part III, Section 21 of the Registered Homes Act 1984; this entails a state registered nurse being on the premises at all times, and the provision of medical care by a General Practitioner.

NVQ See National Vocational Qualification.

NHSDirect National Health Service website offering advice and information on health issues <http://www.nhsdirect.nhs.uk/>

NYA [National Youth Agency](#)

OBC Outline Business Case

OBTJ Offences Brought to Justice

Occupational Therapist (OT) Practitioners who assess and provide support to disabled or frail people to enable them to live fuller and more rewarding lives. OTs in Cambridgeshire all now employed by Primary Care Trusts.

OD Group = Organisational Development Group

Office of Fair Trading (OFT) A non-ministerial department of government with a range of legal responsibilities as the principal United Kingdom fair trading authority. Website: www.oft.gov.uk

Ofsted [Office for Standards in Education, Children's Services and Skills](#)

OJEU Official Journal of the European Union

OLA see [Other Local Authority](#) .

One Vision An Integrated information and care management system that supports the information needs for a range of specialist and statutory needs for a range of specialist and statutory functions eg [ICS](#), [CAF](#), [SEN](#)

Operational Instructions The policy, legislation, standards and operational practice which must be adhered to by all social care staff.

Ordinarily Resident (Ordinary Residence) The place where a person normally resides.

OT See [Occupational Therapist](#) .

Other Local Authority (OLA) Term used to describe a local authority council outside Cambridgeshire.

Outcomes The effect, for a user, of services provided for them.

Outreach Service A service taken to people who need it and who would otherwise probably not use the service.

Outturn The actual level of spending and income in a particular year.

PAF Performance Assessment Framework. This is the mechanism which we and other authorities use to record and report on our performance in meeting national service standards and related targets. The standards and targets are set by central government and used by them to compare the performance of authorities and to assess which level of “star rating” they should be awarded.

PAG Priority Action Group

PAN Published Admission Number. The published admission number (PAN) is the number of pupils the admission authority has decided it can admit. This may be higher than the standard number.

PANDA - Performance and Assessment: Data Analysis – generated by OFSTED to enable individual schools to make comparisons with other schools nationally. This helps schools set realistic targets for their pupils

Parent Know How Directory – Available on Direct.gov a directory of local services, information, advice, childcare etc. for parents

Parent Project Board see PPB

Parenting Courses – free classes or programmes for parents and carers to help them with their parenting challenges.

PCP Primary Capital Programme

PCSO Police Community Support Officer

PCT Primary Care Trust

PEC Professional Executive Committee (of PCTs)

Pensions Service administers most benefits for people over 60

PEP Principal Educational Psychologist

PEP – Also used to describe the Personal Education Plan for looked after children. This is an agreement between Education, the carers and the area team as to how the child’s educational needs will be met and how the carers and social worker can support the plan

Performance Assessment Framework (PAF) This is the mechanism which we (and other authorities) use to record and report on our performance in meeting national service standards and related targets. The standards and targets are set by central government and used by them to compare the performance of authorities and to assess which level of “star rating” they should be awarded.

Performance Tables – the published results of national examinations and tests by schools and LAs

Peripatetic Teacher – a specialist teacher who goes from school to school providing support, advice and individual / group teaching to pupils

Petty Cash Account A cash advance provided to an account holder for cash transactions where payment is not practical or cost effective through the Creditors system. On submission of a Petty Cash claim, the amount spent is reimbursed from the budget held by the account holder in the form of an uncrossed cheque made payable to the account holder.

PEC Members Professional Executive Committee Members

PGCE Post Graduate Certificate of Education

PLA Pre-School Learning Alliance

PLASC Pupil Level Annual Schools’ Census – statutory annual school census which requires schools to provide the government with detailed information on their pupils.

PLMD Profound and Multiple Learning Difficulties

PLP Personal Learning Plan : a system for monitoring individual pupil’s progress
ALSO Primary Leadership Programme

PNS Primary National Strategy (includes [NLS](#) and [NNS](#))

Police and Criminal Evidence Act The legislation that governs what happens when an individual is in Police custody, particularly for under 17's where there is a requirement for an appropriate adult to be present - either their parent or a social worker. This legislation also covers submission of evidence to Courts.

Portal The education portal is a County Council-run website primarily for the benefit of schools though much of the contact can be accessed by anyone (www.cceducation.net). It contains resources and information for schools and is also used by some schools to publish resources for their staff.

PPB Parenting Project Board. Oversees the implementation and monitoring of the Parent Support Strategy on behalf of Cambridgeshire Children’s Trust. Chair is Sarah Ferguson.

PPS Parent Partnership Service

Practitioner A member of staff from any agency involved in the assessment and/or delivery of care, eg, Social Workers, District Nurse, Home Care Assistant, Occupational Therapist, GP.

Pre-school – the period of time before compulsory school age

Primary Care Trust Teams of GPs, nurses and other health professionals who work with local authorities and others to improve the health of their local populations.

Primary Health Care Team Team of health workers based at, and managed from, a GP practice.

Private Sector Collective label for the range and variety of agencies which are not public, statutory or voluntary and are profit making organisations within the independent sector. Agencies which are not included within this grouping are sole traders, partnerships and companies.

Private Fostering Arrangements made between parents and an adult, who is not a relative, to care for their child for longer than 28 days. The Local Authority must be notified about such arrangements 0800 052 0078

Profile (Budget) The amount of budget expected to be spent in each month of the year.

Providers Any person, group of persons, or organisation supplying health or social care services.

Provision or Setting – the place where a child receives an early years education, for example a pre-school, playgroup or nursery.

Programmes of Study – The content of teaching programmes laid down in the National Curriculum for each subject.

PRU Pupil Referral Unit - are LA schools designed to take, on a short-term basis, young people who have generally been excluded from school. Their purpose is to get pupils back into mainstream school as quickly as possible.

PSA Parent Support Adviser. Based in Locality Teams, PSAs work with schools to support parents and link with each school's own support and inclusion systems.

PSE or PSHE – Personal and Social Education – or Personal Social and Health Education – although not required to, most schools offer these courses which cover a range of topics from relationships to the environment.

PSP – Pastoral Support Programme or Personal Support Plan – to help pupils manage their behaviour should be set up for a pupil who is at serious risk of exclusion, is disaffected or is at risk of disaffection.

PSR Pre Sentence Report (written for the Court by the YOS to advise on sentencing)

PTA Parent Teacher Association

PVI Private Voluntary & Independent

Psychopathic Disorder A persistent disorder or disability of mind (whether or not including significant impairment of intelligence) which results in abnormally aggressive or seriously irresponsible conduct on the part of the person concerned.

Published Admission Number (PAN) The published admission number (PAN) is the number of pupils the admission authority has decided it can admit. This may be higher than the standard number.

Pump-priming To provide financial resources, in the short term, to enable projects to be developed, with the expectation of secure long term funding from other sources.

QCA Qualifications and Curriculum Authority

Qualifying Measures – may be taken by schools, if they wish, to enable them to admit more children without breaking the law which limits infant class sizes to 30. An example would be employing an extra teacher.

Red Book now called the [Directory of Courses and Programmes](#) A compendium of Training courses for staff and management development, available to Cambridgeshire County Council employees, produced annually by Organisational Development and Learning Team

Referral Contacts which result in further assessment of need or commissioning of service. Contacts whose needs were met at or near the point of contact. Source of referral for all contacts. An enquiry which is drawing attention to a person who has apparent social care needs or to offer a service to the council. A referral must be completed and recorded before an assessment of need is undertaken. People can refer themselves as well. See also "Enquiry".

Registration In the case of residential care homes or childminders for example, the means by which statutory control is exercised by local authorities under the terms of the Registered Homes Act 1984. Registration and inspection of nursing homes is the responsibility of health authorities. Registration gives providers a "licence to trade" and enables the Commission for Social Care Inspection to enforce agreed minimum standards.

Representation A comment about County Council policy, allocation of resources, the nature or availability of services.

Research in Practice Website – www.rip.org.uk – which is a good resource for social workers

Retention Period Period of time which files/papers must be securely stored before destruction.

Residential Care 24-hour care provided in a residential setting other than a person's own home by a statutory, voluntary or private sector agency.

Resource Authorisation Deciding how much money should be spent on what.

Respite Allowance Allowance paid to Foster Carer at beginning of each respite placement.

Respite Care Short, intermittent service provision, which enables a carer to take a break from their caring duties. Often this will involve the person being cared for spending some time at a private or local authority residential home, although other care settings are also used.

RJI Restorative Justice Intervention Restorative Justice aims to facilitate communication between parties involved in a crime, exploring the impact of the offence and how reparation might be made.

ROA - Record of Achievement - a detailed report on pupil's progress in each subject, including their own comments. At the end of Year 11, pupils take away a folder of reports.

RRAA Race Relations Amendment Act Amended in 2001 to give local authorities a duty to promote race equality, publish a race equality scheme and monitor and assess the impact of their policies.

SACRE – Standing Advisory Council on Religious Education – each Local Education Authority must establish a SACRE responsible for providing Religious Education.

SAR School Annual Review Produced by Assigned Inspector following discussion with Head teacher and Chair of Governors

SARF Single Agency Referral Form. Used to access specific services when the needs of a child are clear and a full (CAF) assessment is not necessary.

SAT Statutory Assessment Task – **OR** – Statutory Assessment Tasks. National tests which pupils sit at the end of Key Stages One, Two and Three. This name is being phased out in favour of National Curriculum Tests

SCCF Schools Causing Concern Forum

SCIP (Service Co-ordination, Information and Planning) Is a database for disabled children, young people and their families, to be used to map and plan services. The [SCIP Web page](#) shares information on resources.

Schools Types of : [Community Schools](#); [Foundation Schools](#); [Federation](#); [Voluntary Aided Schools](#); [Voluntary Controlled Schools](#); [Specialist Schools](#); [Special Schools](#); [Independent, Public and Private Schools](#); [City Technology Colleges](#); [Pupil referral Units \(PRUs\)](#); [Comprehensive Schools](#); [City academies](#); [Maintained schools](#); [Non-Maintained Special Schools](#); [Independent Special Schools](#).

School Federation A School Federation involves two or more schools, working together for the benefit of all pupils and their school communities. The schools may decide to retain their own Governing Body (soft federation) or opt for a single Governing Body who can choose to have a single executive head teacher (statutory or hard federation). Regardless of the type of Federation all the schools retain their

separate identity, continue to receive individual school budgets, have separate OFSTED inspections (but this is under review) and report on performance individually.

School Performance Tables Available towards the end of the year to help parents whose children are moving to secondary school choose where they want them to go.

SDF Skills Development Fund

SEAL Social and Emotional Aspects of Learning

SEBD Social, emotional and behavioural difficulties

SEN Special Educational Needs

SENCO Special Educational Needs Co-ordinator

SEO Society of Education Officers

SEP Single Educational Plan

Service User Groups Nine classifications used to group Service Users within Social Care, i.e., Older People, EMI, Physical Disability, Learning Disability, Mental Health, Children and Families, Substance Misuse, AIDS/HIV and Sensory Impairment.

Service User Group Strategies Statements of aims, principles of care, key issues and development priorities for a particular Service User group.

Scheme of Financial Management A framework for the way the finances are run on a day to day basis.

Secondary mental health services: the integrated health and social care service provided by the Cambridgeshire and Peterborough Mental health Partnership NHS Trust

Section (Legal) Section - part of a legislative document.

Section Manager In children's services this term has now been replaced by Team Manager with particular areas of responsibility. They are now accountable to Service Managers and are responsible for particular areas of work eg Long Term Section, Intake and Assessment Section,

Secure Unit A unit provided under childcare legislation in which, accompanied by a Court Order, young persons may be held in secure conditions.

Service Frameworks Documents setting out the minimum requirements relating to particular services to be provided.

Service Level Agreement (SLA) A document which sets out the agreement reached between buyer and provider as to the services to be provided, amounts, costs, quality standards and performance/ review measures.

Service shortfall The situations where an assessment of an individual's social care needs has agreed that a particular service is suitable to address the needs of an individual or group, but the service cannot be provided for whatever reason eg lack of resources, existing services fully utilised, workers with necessary skills not available.

Service Specifications Documents which build on service frameworks focusing on more detailed requirements such as inputs, outputs and processes to form the basis of a contract.

Service Statements A potential providers response to the purchasers specification.

Service User A person for whom the Council has accepted a responsibility to assess their social care needs and, if appropriate, provide them with a service(s).

Service User's Representative People eligible to sign on behalf of service users are; receivers under the court of Protection; persons authorised to act under a Power of Attorney or enduring Power of Attorney; or a person duly authorised as the service users choice.

Severe Mental Impairment A state of arrested or incomplete development of mind, which includes severe impairment of intelligence and social functioning and is associated with abnormally aggressive or seriously irresponsible conduct on the part of the person concerned.

Short Term Care Identified (brief) periods of care provision with start and end dates. See also "Respite Care".

Shortfall See Service Shortfall.

Significant Event Method of recording events which have an important impact or consequence to a case. Events fall into categories of receipt of information; procedural steps; decisions/actions; or relating to service delivery.

Slippage The amount of money not spent from an approved budget on a specific project/ scheme.

Single Status The method for determining that all employees within the County Council are employed on similar basic terms and conditions.

SIRT School Improvement Resources Team

SISG School Improvement Strategy Group

SLD Severe Learning Difficulties

SLS [Schools Library Service](#)

SMG School Management Governance

SOC form A form or letter designed and used by the Social Care staff in Cambridgeshire. Each form or letter is registered and issued with an identifying number.

Social Care Care which assists with social relationships, mobility, housing, household tasks, self-care etc, but not of a health/medical nature.

Social Security See Department for Work and Pensions

SOP Schools Organisation and Planning

Speaking Up Cambridgeshire Charity working with people of all ages who have learning disabilities.

Special Educational Needs Jargon : [Annual Review](#); [Assessment](#); [Behavioural Difficulty](#); [Code of Practice](#); [Developmental Curriculum](#); [Differentiated curriculum](#); [Educational Psychologist](#); Emotional Behavioural Difficulty (EBD); [Learning Support Assistant](#), [Inclusion / Integration](#); [Independent Parental Supporter](#); [Individual Education Plan](#); Moderate Learning Difficulty (MLD); [Modification](#); [Named Officer](#); [Special Educational Needs Co-ordinator \(SENCo\)](#); [Special Educational Needs Tribunal](#); [Specialist Support Teacher](#); [Statutory Assessment](#); [Statement of Special Educational Needs](#); [Transition Plan](#); Severe Learning Difficulty (SLD);

Special Educational Needs Co-ordinator (SENCo) A particular member of the teaching staff in each school who has additional expertise and responsibilities to enable the school to meet the special educational needs of the pupils.

Special Educational Needs Tribunal - An independent body established under the 1993 Education Act that hears appeals by parents against LA decisions on assessments and statements. The tribunal's decision is binding on both parties to the appeal.

Specialist Support Teacher (Special Educational Needs) A teacher who provides advice and/or teaching support to schools/colleges to help children with learning and behavioural difficulties.

Special Schools A school that caters for pupils who, due to the severity/complexity of their special educational needs, would best benefit from a specialist school setting. Thus these are schools that cater for pupils with special educational needs, such as physical disabilities, severe or moderate learning difficulties, emotional or behavioural difficulties and autism. They can be day or boarding schools. Some special schools are for children with particular disabilities. Some special schools are outside the state maintained sector (known as non-maintained special schools) which are often run by charities and are non-profit-making. There are also independent special schools, some of which have whole school approval from the Department for Education and Skills.

Specialist Schools may select some pupils for aptitude in their area of specialisation.

Specialist teams Teams offering specialist services to Service Users referred to them by Field-Care Teams. Services are usually community based.

Special Transitional Grant (STG) Funds transferred from the Department of Social Security to local authority Social Services Departments in order to meet their new responsibilities under the NHS and Community Care Act.

Spreadsheet A computerised tool allowing fast manipulation, analysis and calculation of data.

SQA Schools Quality Assurance

SQA SAG School Quality Assurance Service Advisory Group

SRB Schools Regeneration Budget

SSHA Special Schools Head teachers Association

SSIT Secondary Support and Inclusion Teacher

SST Specialist Schools Trust

Standard Charge Charges set by the Council for services. Also maximum weekly charge for long temporary stay and permanent residents of Part III accommodation.

Standard Spending Assessment (SSA) Percentage of national tax revenue allocated to Cambridgeshire by central government – generally announced November/December each year and used by Cambridgeshire County Council to calculate Departmental budgets.

Standards Fund (The) A series of grants funded by DfEE and LA (also SF) Project funding received from Central Government – often has to have LA funding to make whole scheme ('matched' funding)

Standing Orders Now called Contract Regulations. Rules relating to the proper conduct of the Council, Committee and Sub Committee business and procedures.

Statement of Special Educational Needs A legal document setting out an individual child's special educational needs and the provision to meet those needs following statutory assessment.

Statutory Agencies Organisations established by statute (of which a small amount relates to health and social care). Includes, for instance, Social Services, Health Commissions, District Councils, voluntary organisations and private sector providers.

Statutory Assessment (Special Educational Needs) A comprehensive and extensive assessment of a child's special educational needs that may or may not lead to a Statement of Special Educational Needs.

Strategic Health Authority Created as part of the restructuring of the National Health Service the role of the new 28 Strategic Health Authorities is to monitor performance and standards. This new structure replaces the NHS Executive, eight Regional Offices of the Department of Health, 95 health authorities and 481 primary care groups

Support to learning New name for the former Additional Needs Service

Sure Start Aims to improve the well-being and life opportunities for children under 4 through better health and childcare, and better play and education opportunities. There are schemes in Cambridge and South Fenland.

SWIFT Social care Service User key business computer Information Database used to record data about users and providers of social care services, system available at all the major social care sites and covering all areas of the social care, i.e. Service Users, employees, providers etc. Also used to supply statistics to central government

Team Manager In children's services this term has now been replaced by Service Manager, with particularly areas of responsibility. Service Managers have overall responsibility for all the services provided by their team.

TEC Training and Enterprise Council

TIC Taken into Consideration

Touchdown Centre A touchdown centre is an office or area that is equipped to enable staff to carry out work away from their main office or base. For the location of Touchdown Centres see website

<http://camweb.ccc.cambridgeshire.gov.uk/ocs/bsit/bsandfm/touchdowncentres/>

Transferred Monies Funds transferred from Health Authority to Social Services to provide community based housing and support services to Service Users who would otherwise be retained in "institutional" type care. (Not joint funding).

Transition Plan (Special Educational Needs) A document, drawn up at the annual review following a pupil's 14th birthday to help plan for the pupil's future before the time comes for them to leave school.

Trust School A Trust school is a LA maintained Foundation school supported by a charitable Trust (comprising school(s) and external partners) working together for the benefit of the school. Operating within the same frameworks as other maintained schools - teaching the National Curriculum and inspected by (OFSTED). The LA funds the school and retains its intervention powers (for problems at the school). The Trust appoints either majority/minority of governors to the school's Governing Body.

TTA Teacher Training Agency

TUPE - TRANSFER OF UNDERTAKINGS (PROTECTION OF EMPLOYMENT)

Regulations which protect the employment rights of workers who find themselves being transferred from one employer to another.

Under Eights Service See [Early Years Service](#).

Unions – Teaching [NASG National Association of School Governors](#);
[NAHT National Association of Head teachers](#);

[NASUWT National Association of School Masters Union and Women Teachers](#);
[NATFHE National Association of Teachers In Further and Higher Education](#) (now called the University and College Union)
[NUT National Union of Teachers](#)

UID - Unique identification number for all students whose details are recorded within ONE. This number is used to pre-populate fields for on-line applications for admission to school.

Unison Local authority staff trade union. Amalgamation of National Association of Local Government Officers (NALGO), National Union of Public Employees (NUPE) and the Confederation of Health Service Employees (COHSE).

UPN Unique Pupil Number

Variation (Budget) The difference between what has been spent and recorded in the accounts and the profiled budget at a given point in the year.

Village Benefits Service Welfare Benefits advisers who visit individuals living in villages to give them advice on benefits to people who may not otherwise be able to attend benefit agency offices.

Virement (Cash) Movements of budget between different cost headings or budget holders for the current financial year only.

Virement (Permanent) Movements of budget between different cost headings or budget holders for the current and future years.

Voluntary Aided Schools were mostly set up by churches or other religions and a few by charities. They own the school buildings and have some responsibility for repair and maintenance, for which they receive help from a government grant. These schools get most of their money from the LA but have greater independence than community schools. They are responsible for admissions and employment of staff. The majority are denominational church schools - the majority are Church of England and most of the remainder are Catholic with a small number of other faiths. They can refuse admission to pupils who do not meet their published religious admission criteria and may give religious education and worship in line with their particular faith. The composition of governing bodies of voluntary aided schools allow for fewer LA and parent governors while the voluntary body has a majority.

Voluntary Controlled Schools are funded fully by the LA and run almost exactly like community schools but there is some representation of the voluntary body among the governors. If the voluntary body is a religious one the school may give religious education in line with their particular faith.

Voluntary Sector Voluntary organisations in which any surpluses are re-invested into the work of the organisation and managed by unpaid management committees, trustees or directors.

WAN Wide Area Network

Welfare Benefits Service Service providing advice, guidance and [information Fact Sheets](#) to Social care staff in order that service users may be enabled to access the welfare benefits to which they are entitled.

WEA [Workers Educational Association](#)

YISP Youth Inclusion Support Panel

YJB Youth Justice Board An executive agency of the Home Office which provides funding and advises on standards

YOI Youth Offender Institution An institution run by the Prison Service for young male offenders 15 years old or above

YOS Youth Offending Service

YP – [Youth Parliament](#)

YYP PAG Young People's Participation Priority Action Group

Support and Advice

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