



A Guide to Parent Carers Needs Assessments

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1. Parent Carer Needs Assessment Referral Form
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What is a Parent Carer's Needs Assessment?

The aim of a parent carer's needs assessment is to give parents/carers a chance to tell Derby City Council's Children's Services about the things that could make looking after your disabled child easier for you.

The assessment focuses on you as a parent and your needs. We will discuss issues like the help you need, and whether there is anyone else who helps you, or if you are your child's only carer.

The parent carer's needs assessment will also consider your wellbeing, including health and safety issues, and important commitments like relationships and employment. It will look at options for support, advice and assistance across all services in the city and beyond including universal services such as benefits advice, community support groups and on-line resources.

What the law says

The Children and Families Act 2014 amended the Children Act 1989 (sections 17ZD, 17ZE12 and 17ZF). Under it, local authorities must assess parent carers if:

- 'it appears to the authority that the parent carer may have needs for support',

Or if they

- 'receive a request from the parent carer to assess their need for support.'

The Act also says that:

A parent carer's needs assessment must include an assessment of whether it is appropriate for the parent carer to provide, or continue to provide care for the disabled child, in the light of the parent carer's needs for support, other needs and wishes. (Children and Families Act 2014 section 17ZD (9))

They must also consider:

- 'the well-being of the parent carer'

and

- 'the need to safeguard and promote the welfare of the disabled child cared for and any other child for whom the parent carer has parental responsibility.'

The Wellbeing Duty (Children and Families Act 2014 section 17ZD (10))

This 'wellbeing' duty is an important addition. It means local authorities must consider a person's:

- personal dignity and respect
- physical and mental health and emotional wellbeing
- protection from abuse and neglect
- control by the individual over day-to-day life
- participation in work, education, training or recreation
- social and economic wellbeing
- domestic, family, and personal relationships
- suitability of living accommodation
- contribution to society.

Who is eligible for a Parent Carers Needs Assessment?

If you are a parent/carer looking after a disabled child and you have Parental Responsibility for that child, then you can have a Parent Carer Needs Assessment (PCNA). This includes non-birth parents, such as relatives who have gained Parental Responsibility for a child through a legal process.

The Carers (Recognition and Services) Act 1995 remains in force for other family members who are providing care to a disabled child. For example, a grandparent, aunt or uncle who provide care, but does not have Parental Responsibility for the child. If this is the case, you may be able to access assessments if you are providing substantial and regular care (usually defined as 35 hours or more care per week).

When can I ask for a Parent Carers Needs Assessment?

All parent carers have a right to ask for an assessment of their needs at any time. You can also have your needs re-assessed if you have had a previous PCNA and your needs or circumstances have changed.

However, if your child is having an assessment of their needs, either by way of an Early Help Assessment (EHA) or a Single Assessment, **then these assessments will consider the needs of the rest of the family members, including parents, carers and siblings.**

Assessments should consider your needs as a carer and your capacity to continue with caring. The Lead Professional who is working with your family should assess whether the Early Help or Single Assessment meets the needs for you as a parent/carer and if not a PCNA can be completed.

How do I ask for a Parent Carers Needs Assessment?

1. If I am currently working with Children's Services.

If parents/carers are already working with Children's Services, i.e. Early Help or Children's Social Care, you can request an assessment, which (as previously mentioned) can either be part of an Early Help or Single Assessment or as a stand-alone PCNA.

The assessment will be completed by your allocated Early Help or Social Care worker **if the assessment is going to be incorporated into an Early Help or Single Assessment.**

If a stand-alone PCNA is assessed to be needed, the case will be referred to the Integrated Disabled Childrens Service for assessment using the referral form attached at Appendix 1.

2. If I am not currently working with Children's Services.

Parent Carers not currently working with Children's Services can request an assessment by contacting Derby City Council's Initial Response Team on 641172 OPT 1, or completing the online referral form found on our website, or if you/your child needs help or support, an assessment of their needs can be completed by any professional who is working with your family via an EHA, i.e. a school member of staff or a health professional.

Following a request to Derby City Council's Initial Response Team or on the completion of an EHA, it may be assessed that the child/parent/carers needs could be met by way of access to services outside of Children's Services, such as universal health services, access to benefits advice etc and that further assessment may not be required.

If parents/carers are not already working with Children's Services and it appears that an assessment by Children's Services is needed, the team and worker who complete the assessment will depend on the level of disability, i.e. those children with a diagnosed moderate to severe learning disability will be referred to the Integrated Disabled Childrens Service for assessment.

Children with a disability that is not diagnosed as a moderate to severe learning disability will have a Single Assessment completed by a member of the Reception Team if the child/ren is assessed as meeting the Social Care threshold for support, if not; an Early Help Advisor based within the Initial Response Team will coordinate agencies involved with the child/ren to complete an Early Help Assessment.

However, if a stand-alone PCNA is desired, a referral for the PCNA will be made to the Integrated Disabled Childrens Service (using the form attached at Appendix 1),

who will liaise with any other professional completing an Early Help or Single Assessment on that child/ren.

Once it has been established who is going to complete an assessment, a worker will contact you to make arrangements to complete the assessment. The form attached in Appendix 2 will be used for all stand-alone PCNA's.

Whatever assessment format is used, the information you provide will remain confidential between you and the worker unless you share anything, which they think poses a risk to your child/ren, yourself or others. In these circumstances, they will be required to share the information with the Manager or Senior Worker in the team to discuss their concerns and assess if any further action needs to be taken.

Once the assessment has been completed, whether this be an assessment as part of an Early Help/Single Assessment or as a stand-alone PCNA, the worker will discuss any appropriate actions to be completed by them, yourself, or referrals/signposting to other services.

If a stand-alone PCNA format has been used, the worker and parent/carer will complete the plan at the end of the form and ask you to consent to the information being shared with your child's Lead Professional (if they currently have a multi-agency plan such as a Team Around the Family, Child In Need, Child Protection or Looked After Child plan). If there is no consent provided and there are no safeguarding concerns, the assessment will not be progressed any further.

What will happen after the PCNA has been completed?

Once the assessment has been completed, services may be identified to support you, these could be signposting to services in the community such as benefits advice, local support groups etc. or these might be arranged through your child's multi-agency plan and can be reviewed and updated if your child/ren's needs, your family circumstances or your caring responsibilities change.

If a stand-alone PCNA has been completed, which identifies on-going needs for yourself/your child, you may be referred for further assessment by another professional either through the Initial Response Team (IRT) or the IDCS dependent upon the child's level of disability.

What happens as my child gets older?

When disabled children and young people prepare for the transition to adult services it is important that their Parent Carers have support and appropriate services during this period. They have rights to an assessment under the Care Act 2014. This is called a child's carer's assessment 'in transition'. When these assessments take place isn't specified in the Act, but it states that they should take place when of most 'significant benefit' to the young person or carer.

In Derby this is discussed as part of our Preparing for Adulthood (PFA) forum that takes place between children's and adults services to ensure that transition plans are jointly formulated.

Annual Review.

In order to ensure this document set continues to meet the purpose it has been developed for (to ensure parent/carers are able to ask for and access support in a non-judgemental and straightforward manner), Derby City Council and Derby City Parents carers Together will review the document set annually, using direct feedback from parent/carers who have used this document set to ensure that any changes assessed as needed are made and the document set remains fit for its intended purpose.



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Appendix 1.

Early Help and Children’s Social Care

Referral Form for Carers Assessment for Carers of Special Educational Needs
and Disabled Children

| Referrer Details | | | |
|------------------|--|----------------|--|
| Date of Referral | | | |
| Name | | Agency | |
| Phone Number | | E mail Address | |
| Signature | | Job Title | |

| Carer’s Details | | | |
|--|--|------------|--|
| Name | | DOB | |
| Address | | Postcode | |
| E Mail | | Tel Number | |
| Relationship to child cared for | | | |
| Consent for referral gained from carer | | YES/NO | |

| Child’s Details | | | |
|---|--|---------------------|--|
| Name | | DOB | |
| School/College attending | | | |
| Details of child’s disability including diagnosis if known | | | |
| | | | |
| Please state below which multi - agency plan is in place for the child (Early Help//Education Health Care (EHC)/Child in Need/Child Protection/Child in Care Plan/Other/None) | | | |
| | | | |
| Name of Lead Professional | | Job Title Agency | |



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Appendix 2.

Early Help and Children’s Social Care

Parent and Carers Needs Assessment Form

(Children Act 1989, Carers and Disabled Children Act 2000, Children and Families Act 2014)

| Carer Details | |
|--|-----------------|
| Name | DOB |
| Address | Postcode |
| E Mail Address | Phone |
| Relationship to child cared for | |

| Child’s Details | | |
|-----------------|------------|--------------------|
| Name | DOB | LCS/EHM Pin |
| | | |

Do you have any other caring commitments? I.e. for other family members. If so, please tell us about these.

Tell us about the key needs and challenges for you as carer for your child.

These could include: difficulties in providing care, any impact on your wellbeing, what caring tasks you do and how you feel about doing them, your relationship with the person you care for, if you get enough time for yourself or the person you are caring for is getting enough help.

YOUR HEALTH

Tell us about any disability or health needs/challenges that affect your ability to care for your child?

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| |
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What support do you receive for your disability or health needs/challenges?

| |
|--|
| |
|--|

Have you any disability or health needs that you feel are not being met? Including any undiagnosed need.

| |
|--|
| |
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Would you like any information or support to address the disability or health needs/challenges that are affecting your ability to care for your child?

These could include: on-line counselling, help with access your GP, access to health services in relation to emotional health

| |
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EDUCATION AND EMPLOYMENT OPPORTUNITIES

How do your caring responsibilities affect your ability to undertake/secure employment, education or training?

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|--|
| |
|--|

Would you like any information or support to help you access/secure employment, education or training?

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LEISURE AND RECREATION

How do your caring responsibilities affect your ability to enjoy regular social and leisure opportunities?

| |
|--|
| |
|--|

Would you like any information or support to improve access to regular social and leisure opportunities?

| |
|--|
| |
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BENEFITS, FINANCES AND HOUSING

Tell us about any concerns you may have about finance, benefit or housing issues?

Would you like to access specialist benefits, financial or housing advice?

CULTURE/BELIEF/GENDER NEEDS

Do you have any cultural, belief or gender needs you would like to be considered in this assessment? If so, tell us about these.

Would you like to access any services that can assist with cultural, belief or gender needs?

CARER SUPPORT

Do you have any support that could be available from a partner, extended family, or friends? Or any support that you might need from these groups?

Tell us what support you receive from Charity/Voluntary Groups etc. Or support you would like from such groups.

CARERS BREAKS

Tell us about any funded support or short break services your family receives, including any you fund yourself.

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CONTINGENCIES

Tell us what your plans would be in case of emergency for your child and you as a carer. I.e. Other trusted contacts/can you provide us with details?

| |
|--|
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ADDITIONAL INFORMATION

Tell us about any other worries that you feel need to be taken into consideration as part of this assessment that have not been covered in previous sections.

| |
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Assessment Analysis and Outcomes

What are the family strengths/ what's working well? How can this be built upon?

Summarise any needs the parent carer has and who is best placed to meet these needs.

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Carer Action Plan

| Action Agreed | Responsible Person | Timescale |
|---------------|--------------------|-----------|
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| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | | |
|---------------------------|--|--|---------------|
| Carer Signature | | Consent to share with Lead Professional | YES/NO |
| Assessor Signature | | Date | |

| | | | |
|---|--|--|--|
| | | | |
| | | | |
| Date copy of assessment form given to carer | | | |
| Date copy of assessment form sent to Lead Professional | | | |

This document set has been co-produced between Derby City Council and Derby City Parent Carers Together and all future reviews of this document set will be completed in partnership



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