

## **Procedure for Parent Carer Needs Assessment.**

### **Legislation:**

The Children and Families Act 2014 introduced a new assessment duty to children's services to assess the support needs of parents as carers of children with disabilities.

The criteria for assessment as a parent carer are primarily and statutorily linked to being able to identify the children as one with a disability.

Central Bedfordshire Children's Services use the statutory Children Act 1989 definition of disability.

For the purposes of the duties to vulnerable children and their families, the definition of disability as set out in Children Act 1989 section 17 (11) is applicable – "A child is disabled if he/she is blind, deaf or dumb or suffers from a mental disorder

of any kind or is substantially and permanently handicapped by illness, injury or

congenital deformity or other disability that maybe prescribed."

You are a parent carer if you provide care to a child under 18 who suffers from the following:

- blind: Where a child is registered blind or partially sighted
- deaf: Where a child is registered deaf or hard of hearing
- dumb: Where a child has lost the ability to speak or was born without the ability to speak
- congenital deformity: This includes a broad range of congenital abnormalities existing from birth. Although these abnormalities are permanent in nature, some may not cause substantial need
- mental disorder: Any disability of the mind as defined in the Mental Health Act 2007 and including developmental disorders such as ADHD, Autism, Asperger Syndrome and OCD
- illness: The child / young person has a substantial and permanent disability caused by illness e.g. polio or injury caused by a car accident or self harm
- learning disability: The child/young person has a substantial and permanent learning disability (defined as a state of arrested or incomplete development of the mind which includes significant impairment of intelligence and social functioning)

In this statutory definition, the reference "of any kind" refers to blind, deaf, dumb or mental disorders and the reference "Substantially and permanently" refers to handicapped, illness, injury or congenital deformity or other disability. In all situations when determining if a child has a disability, the effect of the impairment needs to be considered (Equality Act 2010). The child will be considered to have a disability if the impairment has lasted for at least 12 months, is likely to last for at least another 12 months or it is likely to last for the rest of the person's life.


Any parent carer is entitled to an assessment if they feel they are or will be in need of support. The assessment will be carried about by the local authority in which that child lives.

There is a threshold for intervention by the Children with Disabilities team [Children with Disabilities Threshold Criteria](#). If this threshold for CWD is not met parents can ask for a Parent Carer Needs Assessment to be progressed via the access and referral hub. This could be progressed as part of a C&FA or as part of an EH offer of support. In either case the allocated SW or EH worker will then request the CWD team to progress the PCNA and the outcome of this will be shared with the family.

## **Procedure**

Requests for PCNA are received by both CWD duty team and by the Referrals Hub. All PCNA referrals received by the Referrals Hub will be forwarded to the CWD duty team. Where a child is already open to EH, Assessment or FST and a parent requests a PCNA, the allocated worker will make this request to the CWD duty team.

All request to CWD duty to be emailed to: [CWD.Duty@centralbedfordshire.gov.uk](mailto:CWD.Duty@centralbedfordshire.gov.uk)

The CWD duty worker will make contact with the family to progress the PCNA. Families will be requested to complete the [needs assessment form \(PDF 660.4KB\)](#) 

On receipt of the PCNA form back from the family, CWD will create a contact on mosaic for the child recording the contact as a “NO” referral as it is in relation to the parent and not the child. The outcome of the contact will be selected as PCNA and this will be allocated to a CWD worker.

CWD worker will arrange a home visit to complete the PCNA with the family.

This will assist in determining which needs should be met by the council. This may include

- Advice and signposting for best use of universal and targeted services
- A one off payment to meet a specific need (S17 payment)
- Short breaks via direct payments to support the carer in the caring role e.g. day-time care in the homes of disabled children or elsewhere, overnight care in the homes of disabled children or elsewhere, educational or leisure activities for disabled children outside their homes, and services available to assist carers in the evenings, at weekends and during the school holidays
- If the assessment outcome is that needs can be met within the community, additional support services will not be made available.

The PCNA outcome will be recorded on mosaic by the CWD worker and the workflow completed with outcome of progress to PCNA panel application. The CWD worker will complete any required panel application on mosaic and task to the CWD manager for review. The CWD manager will review the application and will determine which budget any recommended resources will be taken from and will add to the panel application the appropriate cost code. For children open to CWD the CWD cost code, for children open to

EH, FST or Assessment this will be the cost code for that team. For children not open to any team this will be the FST cost code. The CWD manager will ensure that the panel request is booked to the appropriate panel (PCNA panel for children open to CWD; resources panel for children who do not reach CWD threshold)

The CWD worker and CWD manager will present the case to appropriate panel, along with any allocated worker from EH, FST or Assessment for agreement of recommendations and agreement of budget allocation.

The CWD worker will inform parents and any other team allocated worker (EH, Assessment or FST) of the outcome of the assessment and panel decision.

Resources team will arrange for any direct payments to be made to the parent.

CWD will close their involvement with the child on mosaic. If the child has no other ongoing support needs any other allocated worker will also close their involvement with the child on mosaic.

Resources team will track and notify the CWD team when annual review is required as all PCNA arrangements are reviewed at least annually.

### **Recommended Timescales:**

Parent request for PCNA received and parent requested to complete PCNA form.

PCNA form returned: contact created and completed within first 24 hours

First visit to be arranged within 10 working days

PCNA to be completed within next 10 working days

Panel date to be within next 10 working days

Outcome to be shared with parents within a total of 35 working days

PCNA to be reviewed every 12 months or sooner if circumstances change.