

www.rbwm.gov.uk



Royal Borough  
of Windsor &  
Maidenhead



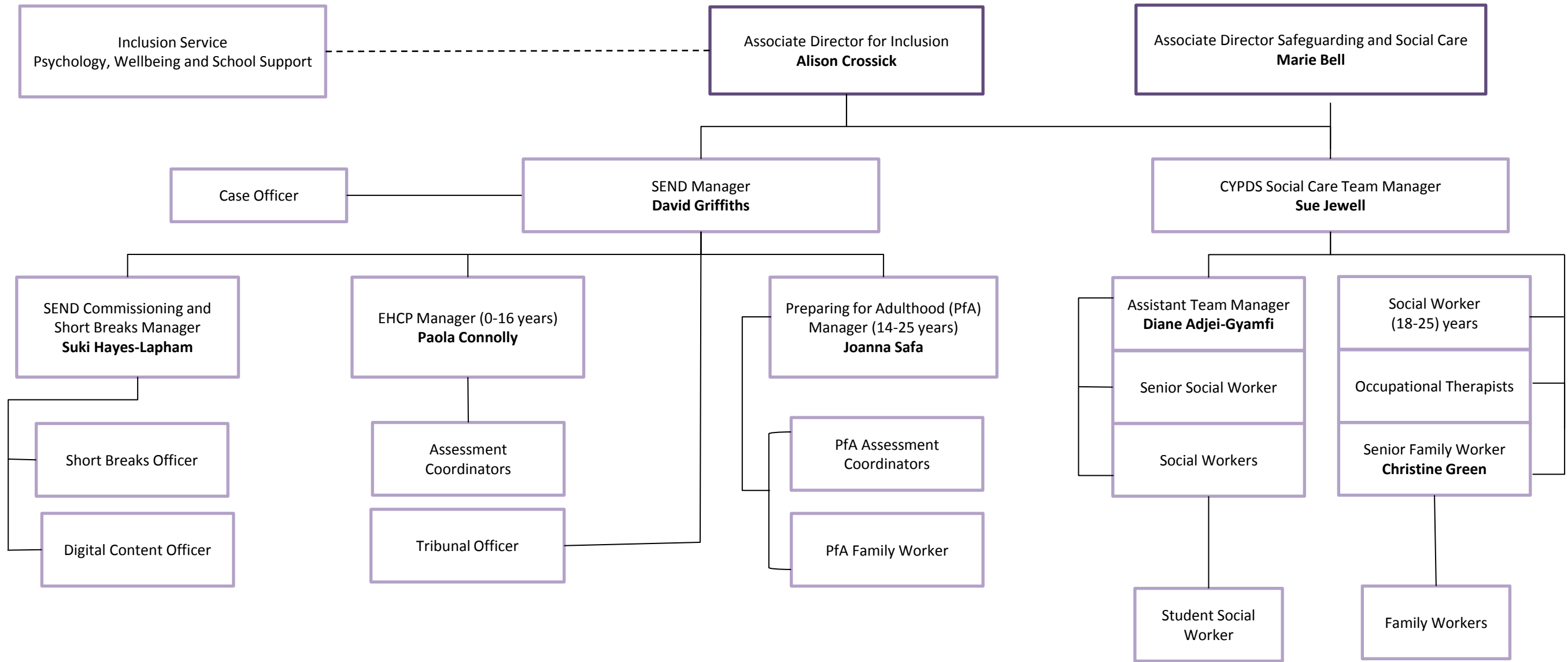
# Children & Young People's Disability Service (CYPDS)

## Structure and Roles

Updated: November 2019



**achieving  
for children**



**Children and Young People Disability Service**  
**Telephone Contact List**

<b>Name</b>	<b>Job Role</b>	<b>Mobile</b>
Alison Crossick	Associate Director for Inclusion	07747 476 636
Amanda Harvey *	Family Worker	07702 616 337
Baljeet Hodges *	Social Worker	07796 611 387
Carla Alves	Social Worker (18-25 years)	07849 304 845
Catherine Nannyomo	Student Social Worker	07926 509 469
Chloe Brown*	Assessment Coordinator	07923 241 072
Chloe Gorrod	Short Breaks Officer - Flying High Playscheme	07889 403 748
Christina Hall	Assessment Coordinator	07710 117 628
Christine Green*	Family Worker	07889 403 747
David Griffiths	SEND Manager	07923 241 069
Diana Brooke	Preparing for Adulthood Family Worker	07876 138 820
Diane Adjei-Gyamfi	Assistant Team Manager	07808 551 743
Diane Davidson	Senior Practitioner	07541 669 705
Georgina Creese	Assessment Coordinator	07923 241 073
Hannah Golec	Business Support Team Leader	07714 839 397
Jacky Hardman	Occupational Therapist	07541 669 906
Joanna Safa	Preparing for Adulthood (PfA) Manager	07849 612 228
Joanne Dixon	PfA Assessment Coordinator	07849 304 655
Laura Turner*	Tribunal Officer	07926 509 476
Linda Hutchinson	Administrator Assistant	01628 685955
Madiyah Salar	PfA Assessment Coordinator	07923 241 070
Manjit Atwal*	Social Worker	07973 814 757
Manjit Kundi	Business Support Officer	01628 796092
Marie Bell	Associate Director for Social Care	07816 535 866
Mel Smart	Family Worker	07894 237393
Naomi Johal*	Social Worker	07849 304 842
Paola Connolly	EHCP Manager (0-16 years)	07849 303 759
Rhiannon Stokes*	Social Worker	07732 802 167
Robbie Burley	SEND Support Officer	01628 685878
Shaheb Khan	Digital Content Officer	07591 381 487
Sofia Alam*	Case Officer	01628 685869
Sue Jewell	Social Care Team Manager	07795 565 205
Suki Hayes-Lapham*	SEND Commissioning & Short Breaks Manager	07894 237 390
Tahira Khan	Family Worker	07789 650 894
Uche Okoli	Assessment Coordinator	07871 617 724
Vijay Puriji*	Occupational Therapist	07719 989 782

\* Part time

Contact: [cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk)  
 Main telephone: 01628 685878

## **Children and Young People Disability Service Roles and Responsibilities**

**The Associate Director for Inclusion** is part of the Senior Management Team for Achieving for Children (providing Children's Services for RBWM).

This post is responsible for managing the Children and Young People Disability Service (CYPDS) along with the Educational Psychology Service and other teams who support schools and early years with a focus on children with additional needs.

CYPDS works with children and young people with disabilities up to 25 years and covers a number of areas including;

- Education, Health and Care Plan (EHCP) process
- Social Care and Short Breaks for children and young people with disabilities
- Preparing for Adulthood
- Occupational Therapeutic Service for 0 - 18 years
- The Local Offer

**SEND Business Manager** has the responsibility to manage the business cycle of the team, ensuring that all Education, Health and Care plans are fit for purpose and issued within statutory timescales. To maintain strategic relationships with health, social care and educational psychology. Supervises staff; runs Panel A.

**0 -16 EHCP Manager role** has the responsibility to oversee all aspects of 0 to 16 years old children and young people undergoing the Education, Health and Care (EHC) needs assessment making sure that all assessments are completed within statutory timescales. Oversees all phase transfer for children and young people up to the age of 16 to ensure that they all have finalised placements by 15 February each year. Line manages Assessment Coordinators.

**The Team Manager for Social Care** (0 to 25 years) has the responsibility to oversee all aspects of social care to make sure all assessments are completed in time scales and ensure all children and young adults lead safe, independent and fulfilled lives until they reach stability in early adulthood. Line manage social workers, senior family worker and occupational therapist.

**Assistant Team Manager Social Care** (0 to 18 years) has the responsibility to oversee Social Workers and all aspects of social care to make sure all assessments are completed in time scales and ensure all children and young adults lead safe, independent and fulfilled lives.

**The Preparing for Adulthood Manager** has the responsibility to oversee all aspects of Preparing for Adulthood to make sure all social care adult assessments are completed in time scales and ensure all young people transitioning have finalised placements by the end of March each year. Line manage family workers and liaise with adult social worker and leaving care family worker. Commission high needs placements and work with professional bodies to acquire appropriate study programmes for young people.

**The SEN Commissioning and Short Break Manager** is responsible for all aspects of short breaks within the Children and Young People Disability Service. To manage the recording and monitor all short breaks being accessed. To review current services and commission new. Liaise with multi-agency professionals, as well as children and young people and their families. To oversee the Local Offer and line manage the Digital Content Officer.

**Social Workers** have the responsibility of helping children and young people with disabilities to lead safe, independent and fulfilled lives until they reach stability in early adulthood. They have the responsibility to complete timescales and safeguard.

### **Adult Social Worker 18-25**

Main duties are adult safeguarding (while the young adult has an EHCP) and completing adult social care assessments as required. [Visit Optalis](#) for more information for adult social care teams referral.

**The Senior Family Worker** has lead responsibility for supervising and managing a team of Family Workers who work in close partnership with families to undertake or be involved in targeted pieces of work or holistic assessments of children and young people aged 0-18 years with SEND. The Senior Family worker is also responsible for holding complex cases within 0-18 cohort. The Senior Family Worker also oversees the Contact Service and manages the Contact Co-ordinator's.

**The Family Worker** works in close partnership with families to undertake or be involved in holistic assessments of children and young people aged 0-18 years with special educational needs and/ or a disability. Following the outcome of the assessment the family worker will work closely with the family to achieve the identified outcomes; this could include undertaking direct work with children, young people and their families which could include building family resilience for example.

**Preparing for Adulthood Family Worker** works in close partnership with young people to support them in working towards their next educational placements and towards all aspects of preparing for adulthood.

**The Occupational Therapist** assesses the short term and long term needs of a child or young person and their carer in relation to their needs in the home. After an initial assessment, equipment or adaptations to the child or young person's home are recommended to increase the child or young persons safety and independence.

**The Preparing for Adulthood Leaving Care Family Worker** undertakes or is involved in targeted pieces of work and holistic assessments of young people aged 16 - 25 years with SEND who are Care Leavers. They ensure that assessments reflect the voice of the young person and where appropriate that of the wider family. They support young people to access relevant services.

**The Digital Content Officer** is responsible for managing the upkeep and content of the Local Offer. They are responsible for providing clear, comprehensive, accessible and up to date information about the available provision and how to access it. To be responsive to local needs and aspirations by directly involving disabled children and young people, their parents and service providers in its development and review.

**Business Support** are the first point of contact; answering all incoming telephone calls and responding to incoming inquiries sent to [cypds@achievingforchildren.org.uk](mailto:cypds@achievingforchildren.org.uk). On behalf of our Assessment Coordinators, Family Workers and Social Workers we liaise with parents, carers and schools regarding Education, Health and Care Plans, consultations, annual reviews, and short break services. We aim to provide effective administrative support to the Children and Young People Disability Service for our children, young people and their families.

**The Assessment Coordinator** has the responsibility to coordinate, write and update all aspects of an Education, Health Care Plan, from initial assessment through to ceasing at the end of education. Key relationships with families, social workers, family workers, schools, educational psychology.

**The Complex/ Tribunal Officer** manages the work flow for all Tribunals and Mediations, from notification at Local Authority through to conclusion, whether at court or through negotiation. To maintain relationships with the legal team, families, social workers, family workers, schools, educational psychology.

**The Case Officer** role is to coordinate all aspects of new requests for EHCPs, managing the information flow, keeping records up to date and running Panel A and B.