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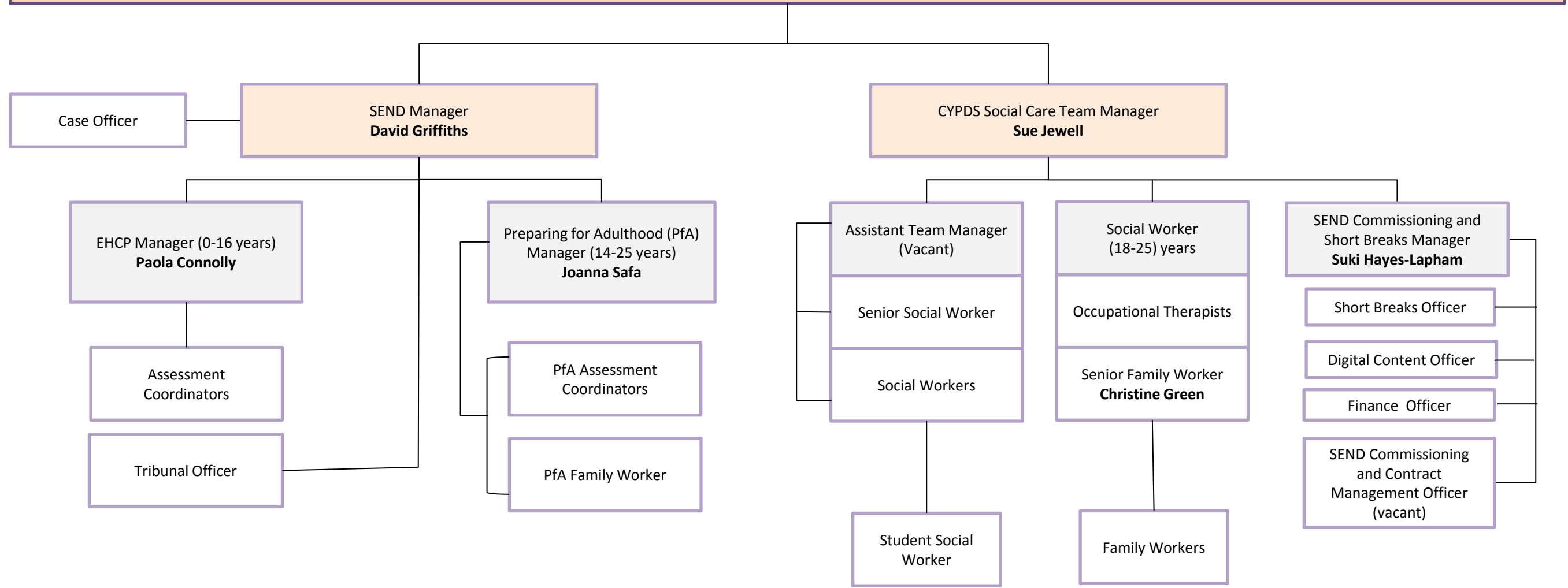
# Children & Young People's Disability Service (CYPDS) Key Contact List

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**achieving**  
for **children**

Schools Leadership & Development Manager  
**Clive Haines**



Name	Job Role	Mobile	Email
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07783 806 246  
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CYPDS Finance: [cypdsfinance@achievingforchildren.org.uk](mailto:cypdsfinance@achievingforchildren.org.uk)  
Please contact the above email address for all finance related queries

Single Point of Access: 01628 683150

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

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 person's 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.