

Welcome to your information pack. Being a Parent Carer can sometimes be a difficult task and therefore the aim of this publication is to be an easy to use reference guide to help you.

There are an estimated 100,000 Carers in the County of Surrey. This includes parents of children with disabilities or significant special needs. Whether you are new to caring or have been caring for a number of years you need to be aware that the role can be sometimes difficult, lonely and rewarding all at the same time. It can restrict all aspects of your life including personal relationships, family life, finance and leisure.

You may also need to think about where you live and your current accommodation. Your current property may need structural alterations or some adaptation to be added to the property to make it easier for you and your child to be mobile.

Although you are caring for a specific person(s) with an illness or disability you may have a wider family who also have demands on your time and energy. At times you may feel overwhelmed by responsibilities and these demands. It is important then to take some time for yourself which is always difficult, but vitally important. You may think bliss is a quiet corner somewhere, a walk in the park or perhaps seeing some friends. Whatever you feel will work for you it is important that you try to recapture some time to allow you to do the things you want to do.

There are a number of agencies around the local area who may be able to help you. Your local Carers Support Worker can advise you which local agencies may be appropriate to help you and the person you care for.

Social Care for Children

Surrey Children's Service offer general information and advice, support and assessment of the child's, or the young person's needs They also provide assessment of carer's needs formulation of a care plan and many other services. In order to receive these services, a child must meet the eligibility criteria.

How to find out if your child is eligible for support

Your first point of contact should be the Local children's social care team for your area on 0300 200 1006. The referral and information officer there will discuss your requirements and, if appropriate, refer you to the Children with Disabilities Team. Please remember that priority for services will always be given to children and families in greatest need. Some children may therefore be directed to other appropriate sources of help and support.

However, if you are eligible at this stage, the service will carry out an assessment of need to determine if they can help or not.

For further information contact 0300 200 1006

The Assessment

To find out how to support you, a Social Worker from the local team will need to talk to you and your family about how things are going. They will also talk to your children if they are able to be involved.. They will also need to talk to other people who know your family. This can include teachers and your doctor. After they have talked with everyone, they will write up their findings in a report which you will get a copy of. The report will say what support you need and if The Children With Disabilities Team are able to help.

Special Education Needs

Children who are having difficulties at nursery, pre-school setting (playgroup) or school, and need extra support, are said to have Special Educational Needs. The needs may be wide and varied. It may be developmental delay which may mean they may not be learning as quickly as other children;. They may have been diagnosed with a hearing loss, a visual impairment, a physical disability or a medical condition; a speech and language delay or disorder . They may have emotional or behaviour difficulties which affect their ability to learn; a learning difficulty such as dyslexia.

Your child will be assessed using 'Special Educational Needs Code of Practice' This process helps early education providers and schools find out if your child has special educational needs and if so, how they can help your child and if any specialist support is needed. To find out about the assessment process in schools, please see Parents' step by step guide to special educational needs. You may obtain a copy of this for the Surrey County Council website (www.surreycc.gov.uk) or through the Surrey County Council Contact Centre on **0300 200 1006**

Most children with special educational needs attend mainstream schools but a very few children, with the most severe and complex needs that cannot be met in mainstream schools, require the specialised teaching and educational aids available in special schools and classes.

If your child is of pre school age and you think your child is slow in developing or is not hearing or seeing properly, speak to your family doctor, health visitor, your nursery or pre-

school setting leader, or someone at your local Child Development Clinic or Sure Start Children's Centre. It is important to get help as soon as possible.

If your child is of school age Your child's teacher should record any concerns about your child's learning difficulty and should speak to you about them. The school will value all the information you can give and they may also ask your child about what help they would like. The school may ask you: about your child's health and development when he or she was younger how your child behaves at home and how you think he or she is getting on at school the possible causes of your child's difficulties and any action you feel the school should take. You and your child will need to work closely with the school to make sure your child's needs are correctly identified and met by the school. By fully discussing your child's needs and understanding any learning difficulties he or she may have in any aspects of school life and work, may enable the teacher to help your child make good progress without any further action. However, for some children more help and advice is needed and your child may need an Individual Education Plan that will set targets to help your child's progress.

For further details call 0300 200 1006

Educational Psychology

Educational Psychologists work as part of Surrey Children's Service in the Schools and Learning service. Educational Psychologists aim to use psychological principles to promote the development of children within their learning environments. They do this by working with and through others to mobilise and release available resources to create the most effective learning opportunities for children.

For further details call 0300 200 1006

Statement of special educational needs

The statement of special educational needs is a legal document that is only issued to a child who has had a statutory assessment of their special educational needs and that assessment has found that the child meets the criteria for a statement to be written. Surrey County Council's decisions regarding the issuing of statements is governed by guidance set out in the Code of Practice for special educational needs. If your child is given a statement, it will include details about your child's special educational needs and the help required to meet those needs. The final version of the statement will also name the school where your child's special educational needs can be met.

After Surrey County Council have carefully considered all of the information and advice gathered through your child's statutory assessment of their special educational needs, they will decide if your child's needs meet the criteria for a statement to be written.

The criteria for deciding whether to write a statement for your child is set out in the Code of Practice for special educational needs. The Code provides guidelines that helps Surrey County Council decide if it is possible for your child's needs to be met through an improved individual education plan at their current school or, if that is not possible, how your child's needs could be met through writing a statement. The key to deciding whether a statement is necessary is whether the level of help that is required by your child can be provided by your child's current school, together with occasional support from specialist teachers and professionals. The Code asks Councils to consider the following when deciding if a statement is necessary:

Your child's learning difficulties

Does the evidence of your child's learning difficulties provided by the professionals working with your child differ in any way to the information provided by your child's school? If so, this may mean that your child's school has not tried all of the options for working with your child and that an improved individual education plan that targets all of your child's learning difficulties may help your child's progress.

Your child's special educational provision

This refers to the type of help being provided for your child at their school. Have all the teaching methods and specialist equipment available to your child's school been used appropriately to help your child? If not, then your child's individual education plan should be updated to ensure that they receive all the appropriate means of help available.

The Decision

If the evidence from your child's statutory assessment shows that the school has identified your child's special educational needs correctly and provided all of the support available to them, including occasional help from specialist teachers and professionals, but your child has still not been able to progress as expected and the Council accept that the school cannot meet your child's needs, then they will decide to write a proposed statement for your child.

If Surrey County Council have decided to issue a statement of special educational needs (SEN) for your child, they will write a proposed statement that they will send to you for your consideration and you will have 15 days to comment or arrange a meeting with them. If you request a meeting, you will have a further 15 days to comment. Together with the statement, they will also send you copies of the advice that was submitted during your child's statutory assessment and a notice that sets out the procedures to be followed for finalising the statement, the timescales and the arrangements for agreeing the choice of school. If you are happy with the proposed statement this then becomes your child's Final Statement. If you are not happy with the proposed statement you may make changes. However these changes must be agreed by you And Surrey County Council so a final statement can be issued

If you have any concerns first of all, request a meeting with the Area Special Educational Needs Manager or another special educational needs officer at Surrey County Council. This will give you the opportunity to ask questions and fully understand all of the aspects of your child's statement. By requesting a meeting, you will have a further 15 days to comment on the proposed statement before it is finalised. If you still have concerns after the meeting, please seek independent advice from Partnership with Parents or a Voluntary Organisation for your child's specific special educational need. At this stage, it is important that you keep talking to the Council and the staff at your child's school to ensure that you resolve any issues you may have before the statement is finalised.

Expressing a preference of school on a statement

If your child has a statement of special educational needs (SEN), the law says that you have the right to "express a preference" for the school you wish your son or daughter to attend. Surrey County Council will consider your preference, however, you need to be aware that only children whose needs cannot be met in a supported mainstream school are eligible to attend special schools.

If you are asked to express a preference for a school, it is important that you do so in writing to your child's case officer so that the details of your preferred school can be recorded. If your child's needs are severe and meet Surrey County Council's criteria for a special school placement, your preference may be considered by special admissions panels that meet in the

autumn term (junior and secondary transfer) and spring term (infants) to look at placing pupils in Surrey special schools and centres. However, only a very small number of places are available, so it is most likely that your child will be educated in a mainstream school.

If you do not know which school you prefer and are happy to wait for the outcome of the process, you should let Surrey County Council know that too, again by writing to your child's case officer.

When you are considering secondary schools, you should be aware that you will be asked to express a preference for a school in the September of the year before they are due to move. You might therefore want to attend secondary open evenings in the autumn term of Year 5. At your child's last Annual Review, there will have been a discussion about which school they should go to next. However, unless you had put the name of your preferred school in writing when you completed the Parental Report for the Annual Review, there may be no written record of the school for Surrey County Council to refer to. If you have any concerns about whether your preferred school has been recorded, please ask your child's case officer.

The law does not allow you to express a preference for an independent (private) school, but does allow you to "make representations". This means that you can make a case to Surrey County Council about why, in your opinion, an independent school may be the best place to meet your child's needs. However, the County Council does not have to agree to your request if it feels the needs can be met in one of its own schools.

If Surrey County Council are unable to name the school of your choice on your child's statement, they will write to you to explain the reasons why and they will inform you of the school that they have decided can better meet your child's special educational needs, again explaining the reasons for the decision. You will have the opportunity to comment on the school they have chosen and to meet with your Area Special Educational Needs Manager, if necessary, to discuss their proposed choice of school.

If you are not happy with the reasons why Surrey County Council have decided not to name the school of your choice on your child's statement, you can ask for a Local Resolution Meeting with the Area Special Educational Needs Manager and this will give you the opportunity of providing evidence why you feel that your choice of school will be best for your child. Before the meeting, you may find it beneficial to visit the school that Surrey County Council has put forward to find out what help will be available for your child and fully understand why this school has been proposed. If you find reasons why the school is not suitable and if the evidence you provide is sufficient, the Area Special Educational Needs Manager may agree to name your choice of school but only if there is a place available. If there are very good reasons why Surrey County Council's choice of school would be more appropriate for your child, the Manager will explain these reasons to you and you can then work out together how to resolve any issues you may have about that choice of school.

If the Local Resolution Meeting does not settle the disagreement over the choice of school, please seek advice from Partnership with Parents, an SEN Mediator or a Voluntary Organisation that represents your child's special educational needs as they can offer you independent advice about the concerns you have about naming a school on your child's statement. By discussing your child's needs in this way, you may be able to find a way forward. However, if you are still certain that the school to be named on your child's statement is not going to meet your child's needs, you can appeal against Surrey County Council's decision.

Your Needs Assessment as a Parent Carer

If your child is eligible for service your needs should be taken into account at the same time as your child's needs. This is under a piece of legislation called The Carers and Disabled Children's Act 2000. This assessment should take into account and address such things as the parents employment and sustaining that employment, training, education ,leisure and other needs. If you feel that the local authority is failing to implement its duties for instance in order to enable a parent to remain in work or go back to work or leisure, training or education activities you may have a separate assessment under something called Carers (Recognition and Services) Act 1995.

Childcare for Disabled Children

Finding good childcare is always difficult. However finding childcare for children who have disabilities is more difficult. If your child is eligible for services from the local authority The Childcare Act 2006 may be of use. The Act requires local councils ' so far as is reasonably practical' secure sufficient childcare to meet the requirements of parents in their area who require childcare in order to work or undertake training or education to prepare for work. In relation to disabled children this obligation extends to childcare facilities up to the 1st September after their 18th Birthday. To determine whether the childcare provision is sufficient, councils must have regard for a number of things. Amongst these is the need of parents for childcare eligible for the childcare element of the Working Tax Credit and for childcare that is suitable for disabled children.

Surrey Children with Disability Register

The Surrey Children's Disability Register is managed by Surrey County Councils Children's Service, in partnership with NHS Surrey. It was established in consultation with parents and voluntary organisations and meets the requirements of the Children Act 1989. The purpose of the register is to enable Surrey Children's Service and Health Services, together with voluntary organisations, to work more closely together to identify and plan for children and young people with disabilities and their parents/carers. Registration is on a voluntary basis and no child/young person will be registered without parental consent. Registration is not required in order to receive any services. However, the more that is known about children with disabilities in Surrey, the more effectively services can be planned. Any child or young person who meets the eligibility criteria and is able to be registered under one of the primary needs. Registration is not based on diagnosis but on the level of care and support that a child needs.

For further details call 0300 200 1006

Carers Support Workers

Across Surrey there are a number of Carers Support Workers whose aim is to help Carers in the local area. The support workers work with all carers in their local area, not just parent carers. However if you live within Spelthorne or Guildford you do have access to a specialised Parents Support Worker. The support workers can provide carers with:

- information
- advocacy
- emotional support
- training,
- support groups,
- social events
- regular newsletters
- help in obtaining services

For more information contact:-

Elmbridge : Case House, 85-89 High Street, Walton On Thames, Surrey KT12 1DZ

Telephone: 01932 235770 email: carersupport@elmbridgehousing.org.uk

Epsom : Carers of Epsom, The Old Town Hall, The Parade, Epsom, Surrey
KT18 5AG

Telephone: 01372 722269 email: carers.epsom@btconnect.com

Guildford: Carers Support Guildford, Howard Building, 69 -71 Burpham Lane
Burpham Guildford, GU4 7NB

Telephone 01483 458123 email: carersguildford@tiscali.co.uk

Mole Valley: Carers Support Project, Medwyn Centre, 1st Floor ,Reigate Road ,Dorking,
Surrey, RH4 1SD

Telephone: 01306 640020 email: carer_support@btinternet.com

Runnymede: Carers Support Runnymede, Room 12a, The Runnymede Centre , Chertsey
Road , Addlestone , KT15 2EP

Telephone 01932 564446 email office@carerssupportrunnymede.org.uk

Spelthorne: Carers Support Spelthorne, Council Offices, Knowle Green, Staines, Middlesex
TW18 1XB

Telephone: 01784 446234 or 01784 444233

Parents Support Worker (Spelthorne and Guildford)

The Parents Support Worker is part of Carers Support Spelthorne. If you are a parent of a child or young person who has a disability or a special need aged between birth and 24 years and live in Spelthorne, you may be able to make use of this service. The Parents Support Worker can provide information and advice, advocacy and a number of other services.

For further information contact the Carers Support Spelthorne on 01784 444233

Carers Support Guildford on 01483 458123

Surrey Heath: Surrey Heath Carers Support, The Ian Goodchild Centre, Knoll Road,
Camberley, Surrey, GU15 3SY

Telephone 01276 27390 email: surreyheathcarers@tiscali.co.uk

Tandridge: East Surrey Carers Support Association, 78a High Street Bletchingly, Surrey RH1
4PA

Telephone 01883 745057 email: info@escsa.demon.co.uk

Waverley: Carers Support Waverley, Brightwells, Gostrey Centre, Brightwells Road
Farnham, Surrey, GU9 7SB

Telephone: 01252 718166 email: carerssupportwaverley@btconnect.com

Woking: Carers Support Woking, Room1, 15A Monument Way East, Woking, Surrey, GU21
5LY

Telephone: 01483 727277 (Woking Carers Support also has an Ethnic Minorities

Worker who can also be contacted on 01483 757277. email

carerssupportwoking@tiscali.co.uk

Portage early education support service

The service provides a home-based teaching service for children with developmental delay and their families. They promote the child's learning by working in partnership with parents and professionals involved with supporting the child and their family.

For further information contact: The County Co-Ordinator Portage early education support services, South East Area Office, Omnibus, Lesbourne Road, Reigate

RH2 7JA **Telephone 01737 737911**

Physical and Sensory Support

Physical and Sensory Support (PSS) uses specialist knowledge to support children and young people with physical, hearing or visual impairment from the ages of 0 to 19 years of age. A Post 16 team support young people from 16 years onwards. They work with children and young people throughout their education, parents and carers, teachers and support staff and other professionals both from the statutory and voluntary sector. The team become involved once an impairment has been identified. The team provide support in the home, nurseries, state or private schools as well as special schools. Young people are also supported in colleges and universities. Services may include advice and information as well as training etc

For further details call 0300 200 1006

Transport for Children With Special Educational Needs

The law relating to transport for children with special educational needs says 'it is the responsibility of parents and guardians to ensure that children attend school, and this includes the necessary travel arrangements. However, under Section 509 of the Act, local authorities have a duty to provide assistance with travel where they consider this necessary to secure a pupil's attendance at school. The law does not treat children with special educational needs differently from other children in this respect. It is Surrey County Council's policy to provide home to school transport when the child is attending the nearest appropriate school (as named in the statement) and the following conditions apply:

1. your child has a statement of special educational needs which specifies a need for home to school transport;
2. your child lives over the following distances from school:
 - more than 2 miles (for children aged under 8 years old. This applies to the end of the academic year in which your child is 8)
 - more than 3 miles (for children over 8 years old. This applies from the start of the academic year following your child's eighth birthday)

Or

3. he/she lives within the walking distances, but the route between home and school is considered unsafe for your child to walk, even when accompanied.
If you choose to send your child to a school or unit that is not the nearest appropriate school or unit to your home (and is not named as the nearest appropriate school in your child's statement), the council will not provide assistance with transport. You will have to make your own arrangements for transporting your child to and from school.

Advisory Centre for Education

The Advisory Centre for Education (ACE) is an independent registered charity, which offers information about state education in England and Wales for parents of school age children. They offer free telephone advice on many subjects like exclusion from school, bullying, special educational needs and school admission appeals.

Telephone:	General advice line (Mon to Friday 2-5pm)	0808 800 5793
	Exclusion information line 24hr answerphone	0808 800 0327
Website:	http://www.ace-ed.org.uk	

Elmbridge Crossroads Saturday Club

The club is for families within the borough of Elmbridge who have children with disabilities. Each Saturday, children attend the Club and participate in various activities ranging from Arts and Crafts to playing with toys. They are supervised by a dedicated Play Workers. Each Play Worker is designated a certain number of children for that day and therefore it is their responsibility to ensure their care needs are met and that most importantly the children enjoy themselves. The club meets at Burview Hall, Queens Road Weybridge. There is a charge for this activity.

For further information contact: Elmbridge Crossroads 01372 469942

e mail elmxroads.admin@tiscali.co.uk

Action For Carers (Surrey)

Action for Carers (Surrey) is led by Carers, run by an executive committee of Carers and supported by professionals from Health, Social Services and the voluntary sector. Its main aim is to raise awareness of carers' needs and concerns throughout the county and to work in partnership with statutory services such as health care and social care teams to promote how best the organisations can serve Carers within Surrey. Action for Carers (Surrey) is a lobbying organisation and have campaigned to ensure that Carers get their rights and services. Action for Carers (Surrey) is affiliated to Carers UK and The Princess Royal Trust for Carers .

Contact: Action for Carers (Surrey), Astolat, Coniers Way, New Inn Lane, Burpham, Guildford, Surrey GU4 7HL

Telephone: (01483) 302748 Fax: (01483) 303958

or go to their website at www.actionforcarers.org.uk

Young Carers

Young Carers Projects support children and young people under 18 years old who help to care for mainly parents, brothers or sisters who have a disability or a long term illness. This includes mental health problems such as depression, self harm or drug and alcohol problems. Young Carers caring responsibilities can restrict what they do or affect how they feel. A Young Carer may not be able to go out with friends or go to after school clubs. They may have difficulty doing homework or concentrating at school because of being so worried about the person they care for and may be confused or angry about their situation at home. The project has been set up to work for and with Young Carers to enable them:

- to have opportunities to socialise and get support from other young people who live in similar situations,
- to help Young Carers who attend school to achieve to their full potential at school and to have confidence in themselves and have someone to talk to if they want to.

Contacts: "Surrey Young Carers Project", Unit 5, 46 Croydon Road, Reigate, Surrey, RH2 ONH
Telephone: (01737) 248111 Astolat, Coniers Way, New Inn Lane, Guildford, Surrey, GU4 7HL (West Surrey) 01483 568269.

Mid Surrey Young Carers, SABC Clubs for Young People, The Old School, Church Approach, Headley, Epsom, Surrey, KT18 6LS Telephone (01372) 363618 or (01372) 376198.

Or go to their website www.surrey-youngcarers.org.uk

Action For Carers And Employment

The Project offers one to one support through the Project Workers. Individual support enables someone to explore potential options at their own pace and in a safe environment. The Project Workers will carry out a full one to one assessment of your skills, interests and aspirations from which an agreed personal action plan will be produced. You will be offered ongoing support to enable you to achieve your goals. Informal group training known as ACE Courses are offered which give carers the opportunity and the time to think about themselves. These clubs give carers the chance to get together and share experiences, to take stock of where you are with work or training now and think about new options for the future. Action for Carers and Employment hold a vast amount of information.

For further Information call **01483 565874** **website:** www.acesurrey.org.uk

Contact A Family

Contact a Family is a national registered charity, founded in 1979, for families with disabled children. The organisation has expert and comprehensive knowledge about rare disorders and all aspects of disability, a wealth of personal experience and contacts. Although based in London they also have local contact points to help. The Contact a Family website also is a good source of information and help.

For further information contact: Contact a Family, 209-211 City Road, London EC1V 1JN
Tel: 020 7608 8700 Fax: 020 7608 8701
Helpline 0808 808 3555 or Textphone 0808 808 3556 Freephone for parents and families
e-mail: helpline@cafamily.org.uk

Contact a Family also have Local Area Representatives who are parents of children with special needs and are very knowledgeable about services and support in their local areas. They raise awareness of Contact a Family amongst parents and service providers and deal with local enquiries.. It is worth pointing out that Contact a Family Area Reps are volunteers.

The Surrey Contact a Family Representative is Caroline Hunter who can be contacted on Tel: (01784) 460842 e-mail: caroline.hunter@cafamily.org.uk website www.cafamily.org.uk

Challengers

Disability Challengers provides play and leisure opportunities for disabled children and young people with any impairment. They provide appropriate activities for children of all abilities. The facilities are open to families, special schools, hospitals, children's homes etc. They also cater for parents, toddlers and encourage siblings to join too. Children and young people up to the age of 12 can take part in the activities at Challengers. Those above 13 join the special day and evening activities with the Youth Group.

For further information contact: Disability Challengers, Stoke Park. Guildford GU1 1TU.
Telephone 01483 230 939 email: information@disability-challengers.org
Website: www.disability-challengers.org

Partnership With Parents

The Service aims to ensure that parents are able to play an informed part in any decisions about the educational provision made to meet their son or daughter's special educational needs and to build partnerships between parents, the Local Education Authority and schools. Partnership with Parents does this by providing information, advice and support to parents of children with Special Educational Needs at all stages of their child's school life, from pre-school

early diagnosis through to school-leaving at 16 or 19 and for those with learning difficulties and/or disabilities to 25.

Partnership with Parents offers

- a confidential Helpline for parents
- verbal and written information
- help to complete forms and to understand complex documents and reports
- information sessions and conferences for parents' groups
- advocacy and mediation
- training
- advice on rights and responsibilities
- company at meetings or when visiting new schools
- support through the statutory assessment process (statementing)
- volunteers to support parents as required (Independent Parental Supporters)
- regular surgery sessions at different venues in the county
- information about Surrey County Council's procedures for the identification and assessment of Special Educational Needs
- support through exclusion for parents of children with Special Educational Needs
- where appropriate referral on to statutory or voluntary organisations working with relevant agencies to support parents who have difficulty accessing services, perhaps because English is an additional language, because of their culture, or because they have learning difficulties themselves Partnership with Parents also provides a comprehensive website of information and practical guides for Parents with Children with Special Educational Needs.

For further information contact: Telephone 01737 737300
website www.pwpsurrey.org.

Family Link

Family Link provides practical support for families who have a child or young person with a disability.

For Further Information call 01483 225596

Face to Face

Anyone living in the area, whose child has been recognised as having a long-term disability, may use their local scheme. It is not necessary for a diagnosis of any condition to have been made.

For further information call 0844 800 9189

White Lodge Centre

White Lodge Centre provides a range of flexible and creative activities and opportunities for disabled children, young people and adults, for their families and for carers across Surrey and the surrounding area.

For further information contact: White Lodge Centre, Holloway Hill, Chertsey, Surrey
KT16 0AE Telephone: Main Switchboard: 01932 567131,
Services for Children & Young People: 01932 567131
Adult & Community Support Services: 01932 577996

Carer Direct Payments

As a result of The Carers and Disabled Children's Act Local Authorities can now offer Direct Payments following an assessment need to:

- parents of children with disabilities for services for their children
- 16 and 17 year old disabled young people in their own right
- carers aged 16 or over for carers services

Direct Payments to Carers are a cash payment given to people by social care instead of services arranged by the Local Authority. The aim is to give you more choice and control and flexibility over your life. The money is not extra income. It is not an extra benefit and it will not be taken into account as income for other benefits. Carers can use Direct Payments to buy in services that have been assessed as being needed through a Carers Assessment. The Direct Payment can be agreed to address your needs as a carer which may be recreational or a short term break.

To obtain a Direct Payment as a Carer you must be providing regular and substantial care to the person you are caring for. You will also need a Carers Assessment which will be arranged by your Social Worker. The assessment should be done via a formal discussion between yourself and the Social Worker. The assessment should focus on your needs not the person you care for needs. The main points of your discussion will be written on a Carers Assessment form with any action points clearly outlined. Your Social Worker may then discuss if a Direct Payment to Carers is an option. If you feel that you would like to receive an agreed service as a Direct Payment to Carers this will then be arranged. Once the Direct Payment for Carers is paid to you it, is a requirement that you retain any receipts for services which have been paid out of your Direct Payment for Carers money.

It is possible to make Direct Payments to the service user for the cost of them going into a short term break, although this may benefit the carer by providing a break this does not constitute a Direct Payment to a Carer.

The Short Break Scheme

Provides practical support for Surrey families who have a child or young person with a disability. Looking after a child or young person with a disability takes a great deal of energy. All parents need a break once in a while and the Short Break Scheme is one of the ways that makes this possible.

Short Break care workers and their families provide a link between these families and people in the community. They look after the young people for agreed periods of time, within their own home, in the family's home or by joining them in leisure activities. The time involved may be just a few hours after school, an overnight or weekend stay, or longer, particularly during school holidays.

For further information call 0300 200 1006

Rainbow Trust

The Rainbow Trust was founded to provide respite and support at home to children with a life threatening or terminal illness and their families. Immediate help is on hand through the Rainbow Trust Family Support Service and at the Charity's respite centres. All care is free. The Rainbow Trust's family support worker teams offer practical and emotional help in the family's own home.

Telephone 01372 363438

Break Charity

Break Charity has been supporting vulnerable children, adults and families since 1968. Their range of services include homes for children and young adults, supported holidays and respite care, assessments for families in crisis, mental health services for women, day support for adults with learning disabilities, and mentoring schemes for young people.

Telephone 01263 822161

Help Scheme

They provide Support Workers to families who have a child with disabilities living at home. The Support Workers offer home based respite. The service can be a one off session, for 6 weeks or ongoing regular respite.

Telephone 01737 737828

KIDS

Kids works with Disabled children, young people and their families. Kids delivers an extensive range of services to over 6,000 Disabled children and their families through over projects.

Telephone 01329 312312

The Yippee Club

Play provision for children with complex needs or disability, support network for siblings of a child with complex needs or disability, respite for parents/carers, a friendship group. Free but donations welcome.

Telephone 01737 362058

The Children's Trust

The Children's Trust, Tadworth provides care, education, therapy and rehabilitation to children with multiple disabilities, complex health needs and acquired brain injury.

Telephone 01737 365000

Funtastic Saturday Club

The club is for children with disabilities, aged between 5 to 18 years old. Their aim is to provide a safe and stimulating environment where children can be cared for whilst their parents and carers have a break.

Telephone 01372 363300

The Grange

The Grange is a highly specialised children's nursing service caring for young people with complex health and physical needs and/or learning disability. They can offer full time residential or following a recent refurbishment are able to offer 5 respite beds for anything from an over night stay to several months.

Telephone 07899 847 485

Transition – Connexions

Transition in anyone's life is sometimes worrying and stressful. This can be especially the case if you have a child with special needs. It is important that parents, your child and the services around them think about transition in good time. In school year 9 (aged 14) the Local Education Authority will write to you informing you of a forthcoming review. This review must include the drawing up of a transition plan. The plan should draw together information from a number of individuals within and outside of school. When transition plans are drawn up they should not only focus beyond school but also any further education provision. There will also be a number of questions will be asked such as:

- What are the young person's hopes and aspirations for the future?
- Will the parents experience new care needs that require practical help?
- Does the young person have any special health or welfare needs that will need to be addressed?

The Education Act 1996 states that the Local Education Authority must include a Transition Plan in the first review after the age of 14. The Connexions Service must be invited to provide written advice and attend this meeting. The Transition Plan should build on the targets and conclusions set out in previous reviews of the child's Statement of Special Educational Needs. The first review meeting will be co-ordinated by the Local Education Authority to which Parents are invited too and representatives from all local services who are or may be involved in the plan. All participants including parents should have all the written reports prior to the meeting and be informed who will be attending. It is important that parents contribute to the Transition Plan because of your in-depth knowledge of your child. It would be worth listing those people who work with your child in a professional capacity. Most of these people will be invited to the review but sometimes not all those invited will be able to attend so it is worth getting as much of the information in writing as possible prior to the meeting so everyone has a copy. It is very important that the young person is fully involved in the process. There are a number of people including family, friends, people who work with the young person or specialised voluntary groups who may be able to help in supporting the young person prior, through and after the review process. The Transition Plan is reviewed annually to see if any changes are needed. A Connexions Personal Adviser will advise about choices and options including local college courses, etc.

Website: www.connexionssurrey.co.uk or call 080 800 13 2 19

Back Care

There are a number of Back Care Project which have now developed in Surrey. Back Care Advisors provide information, advice and training on all aspects of moving and handling. Without the right support and training you may be prone to back injuries and back pain especially if you are required to move and handle on a frequent basis.

For further information contact:

Back Care Adviser for Reigate Redhill and Tandridge Telephone 01737 226586

Back Care Adviser for Guildford and Waverley Telephone 01483 533645

White Lodge Adult Resource Centre 01932 568910 (call this number for contact details of advisers who work in Spelthorne, Woking, Surrey Heath, and Runnymede)

Back Care Advisers for Banstead, Epsom and Ewell contact 01737 737100

Benefits

If you are looking after a child with special needs there are a number of benefits you may be entitled too. However the amount of benefit you may be entitled to may be dependent on your own financial circumstances. You may be entitled to:

- **Disability Living Allowance (DLA)**
- **Carers Allowance (CA)** - formerly called Invalid Care Allowance
- **Income Support (IS)** (for people on low income)
- **Income-based Jobseeker's Allowance (ibJSA)** (for people on low income)
- **Housing Benefit (HB) & Council Tax Benefit (CTB)** (for people on low income)
- **The Social Fund** (for people on low income)
- **Working Tax Credit (WTC)**
- **Child Tax Credit (CTC)**

You may get detailed help from The Benefits Enquiry Line 0800 882200
For Claim Forms & Queries on initial DLA claims: 0845 7123456

Another good place to get advice is your local Citizens Advice Bureau. You will find the telephone number and address of your local CAB in the phone book.

Blue Badge Scheme

Surrey County Council operates a blue badge scheme (formerly orange badge). The badge helps registered blind people and people with certain disabilities park closer to shops and services. The badge applies whether they are the driver or a passenger in the vehicle. You qualify for a Blue Badge if you are registered blind, you have a permanent and substantial disability that makes walking impossible or very difficult, you receive a war pensioner's mobility supplement, you receive the higher rate of the mobility component of the disability living allowance, you receive a grant towards your own vehicle, you use a vehicle supplied by a government department, your disability means you are unable to turn a steering wheel by hand, even if it is fitted with a turning knob.

For Further information contact: Car Badge Team, Floor 3, Conquest House, Wood Street, Kingston upon Thames KT1 1AB Telephone 03456 009 009

Organisations that may be able to help

In this section there are a list of organisations that may be able to help you and the person you care for.

Contact A Family, 209-211 City Road, London EC1V 1JN , Tel: 020 7608 8700

Fax: 020 7608 8701 Helpline 0808 808 3555 or Textphone 0808 808 3556

Freephone for parents and families (10am-4pm, Mon-Fri & 5.30 – 7.30pm, Mon)

e-mail: info@cafamily.org.uk **website** www.cafamily.org.uk

Princess Royal Trust For Carers, Unit 14, Bourne Court, Southend Road, Woodford Green, Essex IG8 8HD Telephone: 0844 800 4361 **Fax:** 0844 800 4362

Email: info@carers.org **Website** www.carers.org

Carers UK, 32 – 36 Loman Street, Southwark, London SE1 0EE Telephone 020 7922 8000

Fax: 020 7922 8001 **Email:** info@carersuk.org

Website www.carersuk.org.uk

Surrey Wide Organisations:

Action For Carers (Surrey), Astolat, Coniers Way, New Inn Lane, Burpham, Guildford

SURREY GU4 7HL Telephone: (01483) 302748 **Email:** ACS@actionforcarers.org.uk

Website: www.actionforcarers.org.uk

Action For Carers And Employment, Astolat, Coniers Way, Guildford, Surrey GU4 7HL

Tel: 01483 565874. **E mail:** ace@actionforcarers.org.uk

Website: www.carersnet.org.uk

Surrey Young Carers, Surrey Young Carers Project East Surrey, 46 Croydon Road, Reigate, Surrey, RH2 0NH Telephone 01737 248111

Surrey Young Carers Project West Surrey, Astolat, Coniers Way, Guildford, Surrey
GU4 7HL Telephone 01483 568269
E Mail syc@actionforcarers.org.uk
Website www.surrey-youngcarers.org.uk

Partnership with Parents

Tel: 01737 737300

Website: www.pwpsurrey.org.uk

Crossroads –Caring for Carers

Head Office 10 Regent Place, Rugby Warwickshire, CV21 2PN. Telephone 0845 450
0350 (offers short term respite usually in the home on a occasional or regular basis.

ASSIST, Asperger Support Signposting and Information Service The National Autistic
Society, Surrey Services, 14 High Street, Godalming, Surrey GU7 1ED Tel 07899
935518

Halow Project, Carroll House, 11 Quarry Street, Guildford, Surrey GU1 3UY.

Telephone 01483 447960 email info@halowproject.org.uk

The hallow project supports young people with a learning disability so they are able to
live independent, meaningful, fulfilled lives and become integrated into the local
community

Carersnet

Carersnet is the Surrey information system which is available on the Internet. There are a number of
pages on the website which include information relating to Surrey based services. Information includes
information for Parent Carers, Day Centres in Surrey, information on how to obtain Carers
Assessments, Shopping on line, Adaptations, Young Carers and events. These are only a few of areas
to can browse on this website. There is also the Care Radio audio service on the website which can be
listened to 24 hours a day.

Carersnet can be found at www.carersnet.org.uk

The inclusion of any organisation is purley for information and therefore we cannot advise on the suitability of the services offered. Much care
has been taken to ensure the details contained within this publication are accurate. We cannot accept any liability whatsoever for any errors,
inaccuracies or omissions, or for any matter concerning or arising out of this publication. To inform us of any inaccuracies in this publication
please contact 01483 519146