



**PEOPLE & ECONOMY
DIRECTORATE**

Record of Children with Disabilities

POLICY INFORMATION SHEET

Name of Document	Record of Children with Disabilities
Reference Number	NA
Service area	Inclusion 0-25 Service and SEND
Target Audience	All staff
Forum Policy/Procedure/Strategy was approved	People & Economy Senior Management Team (SMT)
Date policy was approved	April 2016
Date policy is effective from	April 2016
Date of review(s)	April 2017
Status: Mandatory (all named staff must adhere to guidance) Optional (procedures and practice can vary between teams)	Mandatory
Location of Document	Halton Borough Council Intranet Halton's Local Offer
Related document(s)	The Data Protection Act 1998 The Children Act 1989 Corporate Information, Governance and IT Security Handbook 2015
Superseded document(s)	NA
Responsible officer(s)	Policy Officer - Education, Inclusion, Planning & Provision
Any other relevant information	NA

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1.0 RECORD OF CHILDREN WITH DISABILITIES

- 1.1 All Local Authorities are required by the Children Act 1989 to hold a record of disabled children and young people. The record is a list of children and young people in Halton (0-25 years) who have Special Educational Needs and Disabilities (SEND) and who receive, or may one day need to use the services from health, social services, education or the third sector (voluntary organisations).

2.0 WHO CAN REGISTER

- 2.1 A child or young person can be registered if they are 25 years of age and under with complex learning difficulties, additional needs or a disability. Under the Equality Act 2010, a person has a disability if he/she has a physical or mental impairment which has a substantial and long term adverse effect on his/her ability to carry out normal day to day activities.

Halton Borough Council would like the parents and carers of all children and young people who have Special Educational Needs and Disabilities (SEND) to register their child or young person so Halton can make the best plans for the future. No one has to register if they do not want to. The record is voluntary and only contains the information that a parent or carer tells the Local Authority about.

3.0 PURPOSE OF THE RECORD

- 3.1 The record is a requirement of the Children Act 1989. However its main purpose is to provide a means by which information can be disseminated to disabled children and young people and their parents or carers. Data from the record will be used to ensure needs can be effectively planned for via consulting on services and their development.

4.0 INCLUDING A CHILD AND/OR YOUNG PERSON ON THE RECORD

- 4.1 Inclusion on the record is voluntary and is the parents/carers decision, but unless the Local Authority have a complete picture of children/young people with SEND across Halton it will be very difficult to plan existing services and develop new ones. It will also be difficult to let you know about new developments and services available. Halton Borough Council are committed to providing the best possible services for children with SEND and to do this we need help in identifying the children/young people in need.

Parent/cares can have their child's name removed from the register at any point.

Where the Local Authority has Parental Responsibility for a child/young person with SEND, the child/young person should be included on the record.

5.0 ACCESS TO THE RECORD

- 5.1 The information will be kept confidentially on an electronic system. Under the Data Protection Act 1998 a request can be made in writing if a parent/carers wishes to see the information held about their child.

The record will be reviewed on an annual basis.

6.0 REMOVING NAMES FROM THE RECORD

6.1 A child/young person's name will be removed from the record if:

- Parents/carers request removal
- The home address changes to one outside of the Local Authority
- The young person reached the age of 26