

Special Educational Needs and Disability (SEND) Register (RBWM)

Consultation Briefing

Date: June 2021

Background

The current uptake on the AfC disability register, across RBWM, is less than 100, yet it is anticipated that there are over 1000 children and young people who are eligible to register.

A review is necessary to ensure compliance with the new GDPR guidance and to offer children, young people and families the reassurance their information is being handled responsibly. This also creates an opportunity to relaunch the disability register and promote the update.

The need to review and refresh the current process is based on the following factors:

- Promote uptake
- Be inspection compliant
- Provide an up to date, accurate database which is GDPR compliant
- Opportunity to use digital solutions to minimise resources required to maintain register
- More accessible to children, young people and families

Following on from discussions with children, young people, families and professionals, we know that some families do not like the word 'disability' and therefore we have renamed it the Special Educational Needs and Disability Register to be more inclusive

What will change

Local Offer webpage

The wording on the local offer page has been revised, including the use of language to make the text shorter and clearer to the reader. An FAQ page will feature in the background should the reader want to have more information. A link to the new SEND register form will be clear and visible. We will include an accessible format of the application should a family prefer that option - this is yet to be designed.

This is the current page:

<https://rbwm.afcinfo.org.uk/pages/local-offer/information-and-advice/social-care/register-for-children-and-young-people-with-disabilities>

SEND Register form

The register form has been updated so that families, children and young people wishing to sign up to the SEND register can do so electronically. Previously a word document needed to be downloaded and printed off and then posted/ emailed to the disability team.

The questions on the form have been reviewed and minimised so only the necessities are asked, to encourage many more families/children who may have special educational needs and/or a disability to register.

The form, where possible, has been designed to be an easy read format to promote accessibility (Text format and visual pictures). We have addressed the form to young people. This is a strong opinion held with a lot of professionals that as we are asking for the young person's details, we should have the questions personable to them. We have stated on the form that consent should be sought for anybody over 13.

The form includes consent to cover GDPR . A specific privacy notice has been drafted by the Data Protection Officer that will be linked on the form. Included link at the end of this section

The register has been created as a Google form. The advantages of having the register electronic, includes:

- Easier management of names and less risk of data breach
- Information is automatically populated, and therefore reduces the need for business support resource
- Economically friendlier
- Less expensive process for families (printing and postage)

Note: Google forms was decided as the best option of electronic form because of the ease of managing the data responses. As the responses are automatically collected into a spreadsheet, we are able to:

- Include formula to highlight a person's eligibility (ie age under 25)
- Easily flag when a young person is approaching 25 and therefore needs removing from the register
- Set out separate tabs which are automatically populated for those opting in for an ID card and contact preferences reducing the need to filter information from the master list and only share relevant data with relevant people

By using a google form, the option to upload files requires the applicant to have a gmail address. Therefore it was decided that we would not request 'proof' of disability as on the original application. We looked at alternative electronic forms but the backend function was compromised and made it difficult to manage.

Process

1. When an electronic form is submitted the Specialist Services Manager will receive a notification to a designated inbox. (In the process of setting up a new mailbox to manage this)
2. The form information is automatically populated onto a spreadsheet which is accessed only by those who are processing the information
3. There will be no formal process to approve registrations, although the Specialist Services Manager will do a preliminary check on the age (under 25) and that the person has identified as having SEND
4. Families can opt in to have a Disability Awareness Card. The Specialist Services Manager will process these weekly.
5. The Specialist Services Manager will maintain the register, deleting anybody who turns over 25 or opts out. They will contact families annually to check if they wish to remain on the register or if the child/young person's Disability Awareness Card is about to expire.

[Privacy Notice specifically for Disability register](#)

Disability Awareness Cards (I.D)

This is an officially produced card that will show the name and year of birth of the child or young person. It will confirm that the child or young person is registered as having a disability on the local Special Educational Needs and Disability Register. This can be useful as identification if your disability isn't obvious. This might help you access concessions or discounts that are offered for disabled people and their carers when out and about in the community.

Please note that the Disability Awareness Card can not be used as a discount card itself. The Local Authority currently provides children and young people with SEND a Max Card that gives discounts to over 800 attractions across the UK. To receive a Max Card, there is an application form in which to fill in. For more information please visit the Local Offer Max Card page:

https://rbwm.afcinfo.org.uk/local_offer/organisations/29190-max-card?term=max+card

We opted not to include a photo on the Disability Awareness Card as this would require the family to send in an additional email which added complexities to the process.

Once the card design has been approved we will be contacting local businesses and partners within the borough to make them aware of the card should a family need to present it.

A specific privacy note has been drafted for the disability register to cover the contact arrangements and the data sharing for the ID cards.

Next steps during and after consultation

- We need to finalise the wording on the local offer page and the registration form.
- Finalise the ID card design
- Write to existing members on the disability register inviting them to re-register
- Relaunch the new register with partners and parents/carers

Below you will find the link to the proposed new registration form.

We would be most grateful if you could fill it in and then provide feedback

https://docs.google.com/forms/d/1uX15hWHlzM3XIRpJ-h5JTff_bNivPq7raqvlzYx_7Q/edit

Please send all feedback via email by Sunday 29th August to:

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