

Key Stakeholders and Terms

Below you will find a list of some of the key stakeholders and terms that you may come across while working with Equal Education. As educators, you may know many of these terms already, but we want to impart further knowledge and understanding.

*This list is not exhaustive, so please get in touch if you ever come across a term that you are unsure of.

- **AP:** AP stands for Alternative Provision. Alternative Provision refers to educational arrangements and interventions designed for students who are unable to attend or thrive in mainstream schools, for example 1:1 tuition with a qualified teacher. It provides alternative pathways for learners who may have specific needs, behavioural challenges, medical conditions, or other circumstances that prevent them from accessing education in a mainstream setting. These students usually receive 10-15 hours of tuition each week with our tutors.
- **CYPMHS / CAMHS:** CYPMHS stands for Children and Young People's Mental Health Services. This is the name for the NHS services that assess and treat young people with emotional, behavioural or mental health difficulties. You might also see CAMHS, or Child and Adolescent Mental Health Services, which is an older term for the main specialist NHS community service within the wider CYPMHS that may be available locally. Local areas have a number of different support services available. These NHS-funded services, together with some local authority services, might be from the statutory, voluntary or school-based sector. For example, an NHS trust, local authority, school or charitable organisation. These multidisciplinary teams often consist of (but are not limited to) psychiatrists, psychologists, social workers, nurses, support workers, and a range of therapists (occupational and psychological) and practitioners.
- **Cancellation Report:** Cancellation Report is a term used to describe a report sent in by tutors when a tuition session does not occur. Cancellation reports will explain why a session was cancelled, who cancelled it, and how much notice was given prior to the cancellation.
- **Designated Teacher / DT:** A Designated Teacher is responsible for advocating for the children in their school who are looked after and ensuring each child they champion for has a good quality PEP. They work with the child's teachers, Social Worker, Virtual School and reviewing officer to ensure the child's needs are being met and that they are making progress. They set measurable goals for the young person to strive for and these may be both academic or related to extracurricular activities.
- **DSL:** A Designated Safeguarding Lead, or DSL, is the person responsible for ensuring an organisation's safeguarding and child protection compliance, in order to promote children's welfare and protect them from harm. This includes training, monitoring

processes, referring all relevant concerns to the appropriate authorities, and ensuring secure and comprehensive records are kept. The Deputy Designated Safeguarding Lead can be shortened to DDSL.

- **EH:** EH, or Early Help, is a range of coordinated services for children and families from 0-25 years old. Within the EH service there is a 'whole family' approach to support, with the aim that we give all children the best start in life and make it easier for families to get the help they need. These services can provide information about Children and Family Centres, childcare support, Early Years Special Educational Needs and Disability Hubs, and work with Health Visiting Teams and targeted services such as employment support to help ensure full support is provided to a young person and their family.
- **EHCP:** An Education Health and Care Plan (EHCP) is for students with Special Educational Needs and Disabilities. The EHCP will include a summary of the child, the special educational needs (cognition and learning, communication and interaction, social emotional and mental health, sensory and physical), health needs, social care needs, and more. These plans are reviewed annually and thus instead of receiving the original EHCP the tutor may receive the Annual Review in its place, as this will have the most current and up to date information about the child's needs.
[We do not always receive EHCPs for our SEND students. The student may be new to the area and their paperwork may have not been transferred to their new borough yet. We will send a tutor all relevant information that we have.](#)
- **Foster Carer:** Foster Carers house and nurture children in care to help them develop.
- **LA:** LA, or Local Authority, is a type of local council. Local councils are responsible for a range of vital services for people and businesses in defined areas. Among these responsibilities are well known functions such as social care, schools, housing and planning and waste collection, but also lesser known ones such as licensing, business support, registrar services and pest control. Local Authorities such as Thurrock Council and Gloucestershire County Council are some of our main referrers as they take over responsibility for the educational needs of young people that are out of school.
- **LAC/CLA:** LAC is the acronym for Looked After Children and CLA is the acronym for Children Looked After. They are both terms used to describe children in care. You will see both terms used regularly and they can be used somewhat interchangeably. There are ongoing discussions with groups of young people that have experienced living in care to try and ensure usage of the term that they prefer. As this conversation continues, we may change the term we use.
- **PEP:** A Personal Education Plan (PEP) is a plan aimed to capture the learning journey of a Child Looked After. It contains the needs as well as how those needs will be addressed to support, promote and manage the educational attainment and progress of every child in care. It is a part of the child's care plan and should be reviewed and

updated each term. This plan also details whether the Pupil Premium Plus (PPP) funding can be spent to support these suggested educational improvements and what will enrich the student educationally. This plan also details important funding and budget information which determines the number of hours of tuition a student is able to have.

- **Referrer / Commissioner:** A Commissioner or Referrer is the individual from the Local Authority or School who submits a referral for tuition on behalf of a young person. This individual should be aware of the child's Personal Education Plan (PEP) and/or Education, Health and Care Plan (EHCP) and understands that tuition is being put in place to improve the educational outcomes for a young person. The referrer will receive all Session Reports submitted by the tutor and these reports will often be used to monitor the progress and attainment in line with the student's PEP and/or EHCP. They will also receive any issues on behaviour that are flagged to attention in the report. A referrer can be a Designated Teacher, a SEND Officer, SENCo, an Inclusion Officer, or a Social Worker.
- **Residential carer / Key worker:** Residential Carers / Key Workers are care staff who support and nurture children in care in residential units. If a tutor is tutoring a young person in their home or at a residential unit, the tutor will work closely with the young person's carer or residential workers.
- **SEMH:** Social, Emotional and Mental Health (SEMH) refers to the overall well-being and development of a child or young person in relation to their social interactions, emotional regulation, and mental health. It encompasses their ability to form and maintain positive relationships, manage their emotions and behaviour, and cope with challenges effectively. If a child or young person has SEMH needs, they will have severe difficulties in managing their emotions and behaviour. They often show inappropriate responses and feelings to situations. They may have trouble in building and maintaining relationships with peers and adults; they can also struggle to engage with learning and to cope in the classroom without additional strategies and interventions. Children with SEMH will often feel anxious, scared and misunderstood.
- **SENCo / SENDCo:** A SENCo, or Special Education Needs Coordinator, is responsible for making sure the students with SEND receive the proper support within the school through the writing and reviewing of an EHCP. They work with the headteacher to determine a strategy for the development of SEND policies within a school. They identify students with SEND, put in place provision to support students, and keep the records of students with SEND up to date. They may also be known as a SENDCo, or Special Education Needs and/or Disabilities Coordinator.
- **Session Report:** Our tutors complete Session Reports after each tuition session. These help show what the student has covered in each session, how well the student was engaging, and the student's level of comprehension. These reports are sent to the student's referrer at the end of each month.

- **SW / Supervising SW:** Social Workers assume the parental responsibility on behalf of the local authority and attend to the child's needs and welfare and encourage them to reach their full potential. Paramount in their responsibility is making sure the young person is cared for emotionally and physically. They ensure that a care plan (including the educational needs) is in place, which often takes the form of a PEP. Children with SEND also may have a designated social worker supporting them and/or their family. Supervising Social Workers are someone from the local authority or fostering service whose role is to assure and co-ordinate the support needed by the foster carer to meet the child's needs. They will make regular visits to the foster home to observe and note how the placement is progressing.
- **Tutor Portal:** Our Tutor Portal is the system we use for allocating and managing tuition for all of our tutors. You will soon be provided with access to this system and will use it to accept new tuitions, manage your sessions and cancellations, submit session reports, and manage your hours to help you submit invoices each month.
- **VS / VS Head Teacher:** Virtual Schools (VS) are children's services teams dedicated to upholding statutory duties regarding the education of children in care. They are allocated a Pupil Premium Plus (PPP) budget each year by the Department for Education, which is to be used to benefit the education of the local authority's children in care. Often, they use the funds from this budget to pay for tuition in accordance with the strategy laid out in the child's PEP. Virtual School Head Teachers are in charge of promoting the educational achievement of all Children Looked After by a local authority. They are also to ensure that arrangements are in place to improve the experience and outcomes of these children. During 2021 the Government expanded the role of a Virtual school head to promote the educational outcomes of any child with a social worker, not only Children Looked After. Similarly to a mainstream school, there will also be a Virtual School Deputy Head Teacher.
- **YP:** YP is an abbreviation for Young Person. As a young person's name will often be edited out of documents for data protection issues, they will often be referred to as YP.