

# Hertfordshire Additional Needs Database

Design ref: xxxxx CSF ref: 0036 Issue 2 June 2007

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Find out more at [www.hertsdirect.org](http://www.hertsdirect.org)

Hertfordshire County Council  
Children, Schools and Families  
County Hall, Pegs Lane, Hertford, SG13 8DF

Children, Schools and Families  
01438 737500 / 01923 471500  
[www.hertsdirect.org/specialneeds](http://www.hertsdirect.org/specialneeds)



For more help and advice about the information in this booklet, contact Hertfordshire County Council Customer Service Centre on 01438 737500. Callers from 01923 or 0208 dialling codes may wish to use 01923 471500 in order to be charged at local call rates.

You can also contact us by e mail at [hertsdirect@hertscc.gov.uk](mailto:hertsdirect@hertscc.gov.uk)

If you would like help with translation or need this information in large print, braille or on audio tape, or if you need other help with this information please contact the County Council's Customer Service Centre.

For information in any other form, or if you need an interpreter, please contact the numbers given above.

**Bengali:** বাংলা, ভাষায় তথ্যাবলীর জন্য অথবা আপনার একজন দোভাষী অর্থাৎ ইন্টারপ্রিটরের দরকার হলে, অনুগ্রহ করে উপরে যে সব টেলিফোন নম্বর দেওয়া হয়েছে সেগুলোতে ফোন করে যোগাযোগ করুন।

**Chinese:** 如果需要漢語版本, 或需要口譯人員, 請用上述號碼聯繫。

**Italian:** Per informazioni in italiano, o se desidera l'aiuto di un'interprete, contatti i numeri elencati in precedenza.

**Portuguese:** Para informações em português ou se precisar de uma interprete é favor telefonar para um dos números acima.

**Punjabi:** ਪੰਜਾਬੀ, ਦੇ ਵਿਚ ਜਾਣਕਾਰੀ ਦੇ ਲਈ ਜਾਂ ਜੇ ਤੁਹਾਨੂੰ ਇੰਟਰਪ੍ਰੀਟਰ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਕ੍ਰਿਪਾ ਕਰਕੇ ਉੱਪਰ ਦਿੱਤੇ ਨੰਬਰਾਂ 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

**Turkish:** Sağlanan hizmetlerle ilgili bilgileri Türkçe, istiyorsanız ya da bu dillerden çevirmene gereksinim duyarsanız, lütfen yukarıdaki telefon numaralarını arayınız.

**Urdu:** اردو میں معلومات کے لئے، یا اگر آپ کو ایک انٹرپریٹر کی ضرورت ہے، تو براہ مہربانی اوپر دیئے ہوئے نمبروں پر رابطہ کریں۔

## Introduction

Hertfordshire County Council Children, Schools and Families is required by the Children Act 1989 to keep a database of children and young people with disabilities and additional needs who live in the county. Hertfordshire has implemented this legal requirement in the form of the Hertfordshire Additional Needs Database (HAND), which has been updated and modernised in line with recent guidance.

There are many kinds of disability or additional needs which can affect movement, sight, hearing, learning and communication. Some of these needs can be seen, and some not seen by other people and the level of severity can vary enormously. In order for children and young people to join the database, Hertfordshire County Council requires parent and carer views about the needs of their child or young person.

## Parent Involvement

The Hertfordshire Additional Needs Database (HAND) has been developed by a group of parent representatives, voluntary organisations, and representatives from Children, Schools and Families. This group will continue to guide and monitor the development of HAND.

## Which children can join HAND?

Hertfordshire County Council Children, Schools and Families and Health have developed a definition of childhood disability. This definition states:

A child should be regarded as disabled if he or she has special needs in the area of health, education, or physical, intellectual, emotional, social, or behavioural development due to:

- Multiple and complex health needs
- Special sense impairments such as hearing loss, visual impairment or deaf-blind
- A significant learning disability
- A physical disability
- A chronic physical illness
- Autism (Autistic Spectrum Disorder) and communication disorders
- A significant pre school delay.

To join HAND, the child or young person's special needs will have a substantial impact on their everyday life. The child or young person is likely to need additional support, adjustments, and/or aids and adaptations to help them at school and at home.

## Does my child or young person have to join?

No. Joining HAND is a choice for parent/carers who have a child with additional needs, and will not affect eligibility for services following an assessment. However, if there is a complete picture of the additional needs of children and young people in Hertfordshire, the information will improve service delivery and the planning of new services for the future. The database will also provide a contact list for information about services and new developments to be sent directly to families.

## How to join the Hertfordshire Additional Needs Database

You can complete the HAND membership form on-line by using the following link [www.hertsdirect.org/hand](http://www.hertsdirect.org/hand). A separate HAND form must be filled out for each child or young person. A paper form is also available from the Customer Service Centre. The form should be filled out by the parent/carer of the child or young person, and signed by the parent/carer (or person with parental responsibility).

## Maintaining the Hertfordshire Additional Needs Database

When the additional needs information officer receives your paper form, the details will be added to the database. If you complete a form on-line, this is automatically fed into the database. If there are changes in your circumstances, it would be helpful if you could let us know either by email to [hand@hertscc.gov.uk](mailto:hand@hertscc.gov.uk) or telephone 01992 556984. We will contact you every two years to check that the details are up-to-date.

## Which children do we need to know about?

The Hertfordshire Additional Needs Database has been developed to record the additional needs of children and young people aged 0-19 inclusively. This age range was chosen because some young people with additional needs remain at school beyond their 19th birthday, and are therefore using services for children and young people. We need to know about the children and young people who:

- have long term and substantial conditions which have a marked impact on daily life
- require significantly more personal care and/or supervision

The HAND form allows parents/carers to tell us how the additional needs affect their child or young person and the support and services that they receive. A question has been added to help assess housing needs for the future.

## A confidential service

No personal details about children or young people are shared. The information shared is statistical, and will not identify individual children.

## The benefits of joining HAND

- A membership card will be issued to each child or young person on the Hertfordshire Additional Needs Database. Parents/carers have told us that this is a great help in getting assistance and understanding for their child in many different situations.

Some leisure providers have agreed to accept and acknowledge the card and will provide some concessions.

- Each family will be entitled to receive a copy of HAND News, a quarterly newsletter for members with news on services, activities and money advice.
- The database will be used as a mailing list to inform and consult children and young people and their parents/carers about new services, changes in services, play-schemes, holiday schemes and welfare benefits.
- HAND will contribute information to the overall picture of children and young people with additional needs so that these needs can be effectively planned for.
- HAND will provide information to other agencies that plan services for adults, for example future housing needs.

## To get a form

You can apply online at [www.hertsdirect.org/hand](http://www.hertsdirect.org/hand) or forms are available at libraries, GP practices, schools, health centres, clinics and from Children, Schools and Families by contacting the Customer Services Centre on 01438 737500 or 01923 471500.

**Thank you to the following organisations for helping with this work:**

**Carers in Hertfordshire, Dacorum Mencap, Hertfordshire Autistic Resource Centre, Disability Information Bureau.**