



Derby City Council



Stronger Families  
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Resilient Children

# A Guide to Parent Carers Needs Assessments (PNCA)

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## **Appendices**

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## **What is a Parent Carer's Needs Assessment?**

The aim of a parent carer's needs assessment is to give parents/carers of under 18-year olds a chance to tell Derby City Council's Children's Services about the things that could make looking after your disabled child easier for you. If your child is over age 18, please follow the attached link to access key information on the Preparing For Adulthood Team, here you will find all key information and contact details.

<https://www.derby.gov.uk/media/derbycitycouncil/contentassets/documents/adultsocialcare/derbycitycouncil-preparingforadulthood.pdf>

The assessment will be completed by a worker from Early Help or Children's Social Care and they will discuss with you your preferred way of doing this, i.e. it could be face to face; or it could be done remotely such as SKYPE or a telephone call.

It will also consider your wellbeing, health and safety issues and commitments that are important to you like relationships, employment, or any other worries you might have without fear of being judged.

It will look at options for support, advice, and assistance across all services in the city and beyond including universal services such as benefits advice, community support groups and on-line resources.

The assessment process will discuss how your caring responsibilities affect you. It will look at:

- Whether you're having difficulties providing care
- Whether your caring responsibilities have any impact on your wellbeing
- Whether you need any support
- What you'd like to achieve in your day-to-day life. For example, you might want more time to take part in activities you enjoy
- Whether you qualify for any help from the council
- What caring tasks you do and how you feel about doing them
- Your relationship with the person you care for
- If you get enough time for yourself - for example time to get out and about, meet other people and take part in leisure activities
- How caring is affecting your mental and physical health
- How caring is affecting your relationships with others
- How caring is affecting your education and work life
- Whether the person you are caring for is getting enough help.

## **What the law says.**

The Children and Families Act 2014 amended the Children Act 1989 (sections 17ZD, 17ZE12 and 17ZF). Under it, local authorities must assess parent carers if:

- ‘it appears to the authority that the parent carer may have needs for support’,

Or if they

- ‘receive a request from the parent carer to assess their need for support.’

The Act also says that:

A parent carer’s needs assessment must include an assessment of whether it is appropriate for the parent carer to provide, or continue to provide care for the disabled child, in the light of the parent carer’s needs for support, other needs and wishes. (Children and Families Act 2014 section 17ZD (9))

They must also consider:

- ‘the well-being of the parent carer’

and

- ‘the need to safeguard and promote the welfare of the disabled child cared for and any other child for whom the parent carer has parental responsibility.’

## **The Wellbeing Duty** (Children and Families Act 2014 section 17ZD (10))

This ‘wellbeing’ duty is an important addition. It means local authorities must consider a person’s:

- personal dignity and respect
- physical and mental health and emotional wellbeing
- protection from abuse and neglect
- control by the individual over day-to-day life
- participation in work, education, training or recreation
- social and economic wellbeing
- domestic, family, and personal relationships
- suitability of living accommodation
- contribution to society.

## **Who is eligible for a Parent Carers Needs Assessment?**

If you are a parent/carer looking after a child with Special Educational Needs and Disabilities (SEND) and you have Parental Responsibility for that child, then you **can** have a Parent Carer Needs Assessment (PCNA). This includes non-birth parents, such as relatives who have gained Parental Responsibility for a child through a legal process.

The Carers (Recognition and Services) Act 1995 remains in force for other family members who are providing care to a disabled child. For example, a grandparent, aunt or uncle who provide care, but does not have Parental Responsibility for the child. If this is the case, you may be able to access assessments if you are providing substantial and regular care (usually defined as 35 hours or more care per week). A parent/carer can have an assessment where the child is not ordinarily resident with them.

## **When can I ask for a Parent Carers Needs Assessment?**

All parent carers have a right to ask for an assessment of their needs at any time. You can also have your needs re-assessed if you have had a previous PCNA and your needs or circumstances have changed.

However, if your child is having an assessment of their needs, either by way of an Early Help Assessment (EHA) or a Single Assessment, these assessments **will** consider the needs of the rest of the family members, including parents, carers and siblings. This means that a separate PCNA will be unlikely to be needed as the single assessment and EHA take these carer needs into consideration.

The Lead Professional working with your family will discuss with you whether the Early Help or Single Assessment meets the needs for you as a parent/carer and if not a stand-alone PCNA can be completed.

## **How do I ask for a Parent Carers Needs Assessment?**

- If you/your family are currently working with Children's Services, you can ask your worker for an assessment.
- If you are not currently working with Children's Services you can request an assessment by contacting Derby City Council's Initial Response Team on 01332 641172 OPT 1, or completing the online referral form found on the Derby City Council website:

[https://myaccount.derby.gov.uk/en/service/report\\_concerns\\_about\\_a\\_child](https://myaccount.derby.gov.uk/en/service/report_concerns_about_a_child)

When accessing the online referral form, you will see a heading of Report Concerns About a Child, please do not feel alarmed or put off by this. You are on the right page and are simply making a Non urgent referral. You simply need to click on continue without an account (unless you do already have a Derby City Council account, in which case you can add your account details) and you will be taken to the on-line referral form.

- Following a request to Derby City Council's Initial Response Team or on the completion of an EHA, it may be assessed that the child/parent/carers needs could be met by accessing support outside of Children's Services, such as universal health services, access to benefits advice etc. and that further assessment may not be required.
- Once it has been established who is going to complete an assessment, a worker will contact you to plan to complete the assessment. The form attached in Appendix 2 will be used for all stand-alone PCNA's.

The information you provide will remain confidential between you and the worker unless you share anything, they think poses a risk to your child/ren, yourself or others. In these circumstances, they will be required to share the information with the Manager or Senior Worker in the team to discuss concerns and assess if any further action needs to be taken.

Once the assessment has been completed, the worker will discuss any appropriate actions to be completed by them, yourself, or whether there is a need for referrals/signposting to other services.

If a stand-alone PCNA format has been used, the worker and parent/carer will complete the plan at the end of the form and ask you to consent to the information being shared with your child's Lead Professional (if they currently have a multi-agency plan such as a Team Around the Family, Child In Need, Child Protection or Looked After Child plan). If there is no consent provided and there are no safeguarding concerns, the assessment will not be progressed any further.

#### **What will happen after the PCNA has been completed.**

Once the assessment has been completed, services may be identified to support you to better manage your caring responsibilities an /or manage issues which are important to you. For example, you could be signposted to services in the community, these could include:

- Benefits advice
- Local support groups
- Online counselling

- Services available in Early Help/Social Care
- Health services relevant to yourself/your child/ren
- Short breaks for your child to give you a break from caring
- Family support including support around routines, behaviour, etc
- Support to access services in your local community such as play schemes, leisure activities
- Help with caring for your child – for example, help with bathing

These might be arranged through your child's multi-agency plan (if you are already working with Children's Services) and can be reviewed and updated if your child/ren's needs, your family circumstances or your caring responsibilities change.

If you are not already working with Children's Services and a stand-alone PCNA has identified on-going needs for yourself/your child, you may be referred for further assessment by another professional either through the Initial Response Team (IRT) or the IDCS dependent upon the child's level of disability.

We aim to complete PCNA's within a maximum of 45 working days, although this is likely to be sooner, especially if the assessment is a standalone PCNA.

More information on what support is available to parent carers is available on the SEND Local Offer

<https://www.derby.gov.uk/education-and-learning/derbys-send-local-offer/about-the-local-offer/>

### **What happens as my child gets older?**

When disabled children and young people prepare for the transition to adult services it is important that their Parent Carers have support and appropriate services during this period. They have rights to an assessment under the Care Act 2014. This is called a child's carer's assessment 'in transition'. When these assessments take place isn't specified in the Act, but it states that they should take place when of most 'significant benefit' to the young person or carer.

In Derby cases transitioning between Childrens and Adults Services are discussed as part of our Preparing for Adulthood (PFA) forum to ensure that transition plans are jointly formulated and reflect needs during transition.

Your child's allocated worker will make a referral to the PFA Team to ensure there is a smooth transition from Childrens to Adult services, as the PFA Team only accept referrals from colleagues in Education, Children's Services and Health for transition into adult services.

The link to the Preparing for Adulthood Team is contained below:

<https://www.derby.gov.uk/media/derbycitycouncil/contentassets/documents/adultsocialcare/derbycitycouncil-preparingforadulthood.pdf>

### **Annual Review.**

In order to ensure this document set continues to meet the purpose it has been developed for (to ensure parent/carers are able to ask for and access support in a non-judgemental and straightforward manner), Derby City Council and Derby City Parents carers Together will review the document set annually, using direct feedback from parent/carers who have used this document set to ensure that any changes assessed as needed are made and the document set remains fit for its intended purpose.



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Appendix 1.

Early Help and Children’s Social Care

Referral Form for Carers Assessment for Carers of Special Educational Needs  
and Disabled Children

Referrer Details			
Date of Referral			
Name		Agency	
Phone Number		E mail Address	
Signature		Job Title	

Carer’s Details			
Name		DOB	
Address		Postcode	
E Mail		Tel Number	
Relationship to child cared for			
Consent for referral gained from carer		YES/NO	

Child’s Details			
Name		DOB	
School/College attending			
Details of child’s disability including diagnosis if known			
Please state below which multi - agency plan is in place for the child (Early Help//Education Health Care (EHC)/Child in Need/Child Protection/Child in Care Plan/Other/None)			
Name of Lead Professional		Job Title Agency	



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**Appendix 2.**

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**Early Help and Children’s Social Care**

**Parent and Carers Needs Assessment Form**

(Children Act 1989, Carers and Disabled Children Act 2000, Children and Families Act 2014)

Carer Details	
<b>Name</b>	<b>DOB</b>
<b>Address</b>	<b>Postcode</b>
<b>E Mail Address</b>	<b>Phone</b>
<b>Relationship to child cared for</b>	

Child’s Details		
<b>Name</b>	<b>DOB</b>	<b>LCS/EHM Pin</b>

**Do you have any other caring commitments? I.e. for other family members. If so, please tell us about these.**

**Tell us about the key needs and challenges for you as carer for your child.**

These could include: difficulties in providing care, any impact on your wellbeing, what caring tasks you do and how you feel about doing them, your relationship with the person you care for, if you get enough time for yourself or the person you are caring for is getting enough help.

## YOUR HEALTH

**Tell us about any disability or health needs/challenges that affect your ability to care for your child?**

**What support do you receive for your disability or health needs/challenges?**

**Have you any disability or health needs that you feel are not being met? Including any undiagnosed need.**

**Would you like any information or support to address the disability or health needs/challenges that are affecting your ability to care for your child?**

These could include: on-line counselling, help with access your GP, access to health services in relation to emotional health

## EDUCATION AND EMPLOYMENT OPPORTUNITIES

**How do your caring responsibilities affect your ability to undertake/secure employment, education or training?**

**Would you like any information or support to help you access/secure employment, education or training?**

## LEISURE AND RECREATION

**How do your caring responsibilities affect your ability to enjoy regular social and leisure opportunities?**

**Would you like any information or support to improve access to regular social and leisure opportunities?**

## **BENEFITS, FINANCES AND HOUSING**

**Tell us about any concerns you may have about finance, benefit or housing issues?**

**Would you like to access specialist benefits, financial or housing advice?**

## **CULTURE/BELIEF/GENDER NEEDS**

**Do you have any cultural, belief or gender needs you would like to be considered in this assessment? If so, tell us about these.**

**Would you like to access any services that can assist with cultural, belief or gender needs?**

## **CARER SUPPORT**

**Do you have any support that could be available from a partner, extended family, or friends? Or any support that you might need from these groups?**

**Tell us what support you receive from Charity/Voluntary Groups etc. Or support you would like from such groups.**

## **CARERS BREAKS**

**Tell us about any funded support or short break services your family receives, including any you fund yourself.**

## CONTINGENCIES

**Tell us what your plans would be in case of emergency for your child and you as a carer. I.e. Other trusted contacts/can you provide us with details?**

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## ADDITIONAL INFORMATION

**Tell us about any other worries that you feel need to be taken into consideration as part of this assessment that have not been covered in previous sections.**

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### Assessment Analysis and Outcomes

What are the family strengths/ what's working well? How can this be built upon?

Summarise any needs the parent carer has and who is best placed to meet these needs.

Carer Action Plan		
Action Agreed	Responsible Person	Timescale

Carer Signature		Consent to share with Lead Professional	YES/NO
Assessor Signature		Date	
Date copy of assessment form given to carer			
Date copy of assessment form sent to Lead Professional			

### Appendix 3.

#### How do I ask for a Parent Carers Needs Assessment?

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The assessment will be completed by a worker in Early Help or Children's Social Care



Once it has been established who is going to complete an assessment, a worker will contact you to discuss and plan to complete the assessment.

This document set has been co-produced between Derby City Council and Derby City Parent Carers Together and all future reviews of this document set will be completed in partnership



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