



Community Services Department
SOCIAL SERVICES

Arrangements for the Assessment of Children in Need and their Families

Family Information Leaflet



Vale of Glamorgan Area Child Protection Committee



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What are the arrangements for Assessment?

Children are assessed using the Framework for the Assessment of Children in Need and their Families, which is a Welsh Assembly Government Policy. This aims to provide ways to secure the safety and well-being of children and their families. Local Children & Family Services, within the Local Authority Social Services, take the lead in these assessments.

Before an assessment takes place, a Referral is made to the department. A referral is a telephone call or letter, from you or another person perhaps a teacher or health visitor who may feel that your family need help. For us to help with a difficulty you may be having which affects your child (or children), we need to know about you and your family. This means we need to talk things through with you and finding out what your family needs. This is called an **Assessment**.

Why is an Assessment needed?

Assessments are carried out to see what your family needs and how we can help. This help could come from Social Services or another agency such as the Health Service or Education. An assessment is a way of working together with you to decide how to make things better for you and your family.

What does having an Assessment involve?

There are two types of assessment: An initial (or first) assessment and core assessment. Both types of assessment will require the social worker to talk to you and other people about the things that affect your family. You can have your say and we will help you take part. The assessment may produce a plan to address the needs of your child (or children) or you may be directed to other agencies for services. The assessment outcome should state this.

At the end of the assessment, a plan could be made to list the help you need or you may be given advice and information. Whatever is decided will be talked about with you.

What is the Initial Assessment?

An initial assessment should take 7 days. You will probably only have to tell us some things about your child for this assessment to be made. If other people are already helping you and your family, it is likely that the social worker will talk to them too. We shall discuss this with you.

What is a Core Assessment?

A core assessment is made when we think more information is needed to help your family. This is likely to involve other organisations such as Health, Education or in some cases the Police. The core assessment should take 35 working days.

To help your family, we need to know what you all do well and what you need help with and we ask your permission to ask others about your family for example Health and Education.

In the core assessment we will need to find out much more about you, your partner and children within the family. We are interested in understanding you and your family's strengths to build on, as well as problems that need resolving. We will also request your consent to ask other organisations to share any information they have about you and your family.

How is information used?

It is used to make sure we now know:

- Needs of your child
- Challenges you face being a parent
- Family and living circumstances

You may be asked to go to a first meeting with the organisations who may be involved with your child, to plan how the assessment will be done and decide what information is needed.

Once we have the information we need, we may ask others for their help in deciding:-

- What your child's needs are
- What services may be right for your family
- If or how much you and your family may be able to help

You may then be asked to go to a second meeting where these services and your child's needs will be agreed in a plan.

Sharing information and consent

Social Services take the lead in assessments and may need personal information about all people in your family or others who may be close to them.

To do this job, we may need to have personal information from a number of different organisations about your child, family and any other person involved.

The types of organisations/professionals that may need to be contacted are:

Doctors, Health Visitors, School/Community Nurses, School or Playgroup/Nursery Staff, Speech Therapists, Physiotherapists, Mental Health Services Staff e.g. Psychologists or Community Psychiatric Nurses, Headteachers or Educational Psychologists, Housing, Police and Probation Services.

The Data Protection Act 1998 says that we must ask you to let us request and/or share information about you or your child with others. This is called **Consent**. Each agency will have its own procedures for sharing information and you can be provided with copies of these should you wish.

We will tell you what we want to use the information for and ask you to sign a **Consent Form**. If you do not let us request this information the Social Worker will not be able to ask other Organisations/Professionals for information we need and the assessment will be affected. This means that we may not be able to properly help your child and family. We will need you to let us share information about your child (or children) and the family, so there is a form, which requires signatures:

- Parents, Carers and Children/Young people's consent to referral and an Initial Assessment.

This will let Social Services ask all relevant organisations during the assessment to share with them any personal information about your child and basic information they may have about other family members. Each person involved will be required to give consent.

Can agencies share personal information without my consent?

Only in exceptional circumstances. These are usually in situations where there are concerns about children being at risk of significant harm and where their safety or welfare may be threatened.

Social Services will only do this after careful discussion of the case by other professionals. If this happens, you will be told about what information has been asked for and shared as well as what action is being taken as soon as possible.

Your involvement in the Assessment

You and your family will need to play an active part in the assessment and you will be asked your views and comments. The Assessment will take into consideration your family's religion, your culture and background and the needs of your children. (Where you are from and what type of person you are).

What happens at the end of the Assessment?

When the assessment is finished a plan may be put together which explains what is needed, who will be involved in providing services to your family, what the aims of this are and how and when they will do this. This plan will be explained to you in detail.

For you to play an active part in the assessment you will be asked to attend meetings. When your child (or children) are old enough to take part in the assessment the social worker will help them to do so. The Advocacy Service may be available to offer support to those children who wish to attend. (An advocate is someone who works with children to make sure their wishes are known to us).

Contacts

If you have any questions about the assessment of you and your family, or about the process of information sharing, please feel free to contact:

Your Social Worker or Team Manager

Children & Family Services

Haydock House

Holton Road

Barry, CF63 4HA

Tel: 01446 725202

A complaints procedure exists for service users and is available upon request from the:

Children's Complaints Officer

Dock Offices

Subway Road

Barry, CF63 4RT

Tel: 01446 704800

Text: 0777 563 4194

To speak to an **Advocacy Worker**, contact:

Vale Advocacy and Independent Visitors

55a Holton Road

Barry, CF63 4HF

Tel: 0800 7312 816

Email: Valeadvocacy@aol.com

Complaints about any other agency should be referred to that agency's complaints procedures

This information may also be provided, by request, in other languages, in larger print, tape, or in a simplified version or one using pictures. Please contact either the Policy and Information Team on 01446 704814 to make arrangements.



**Adran Gwasanaethau Cymunedol
GWASANAETHAU CYMDEITHASOL**

Trefniadau ar gyfer Asesu Plant mewn Angen a'u Teuluoedd

Taflen Wybodaeth Teulu



Pwyllgor Amddiffyn Plant Ardel Bro Morgannwg



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Beth yw'r trefniadau ar gyfer Asesiad?

Caiff plant eu hasesu drwy ddefnyddio'r Fframwaith ar gyfer Asesu Plant mewn Angen a'u Teuluoedd sy'n Bolisi Llywodraeth Cynulliad Cymru. Mae'n anelu i ddarparu ffyrdd o sicrhau diogelwch a lles plant a'u teuluoedd. Mae'r Gwasanaethau i Blant a Theuluoedd lleol, o fewn Gwasanaethau Cymdeithasol yr Awdurdod Lleol, yn arwain yr asesiadau hyn.

Cyn i asesiad ddigwydd, mae Cyfeireb yn cael ei wneud i'r adran. Mae Cyfeireb yn golygu galwad ffôn neu lythyr oddi wrthy ch neu berson arall efallai athro/athrawes neu ymwelydd ie chyd sydd yn teimlo efallai bod angen help ar eich teulu. Er mwyn i ni eich helpu gydag anhawster sy'n effeithio'ch plentyn (neu blant), mae angen i ni wybod ychydig amdanoch a'ch teulu. Mae hyn yn golygu bod angen i ni siarad â chi a dod o hyd i'r hyn sydd angen ar eich teulu. Gelwir hyn yn **Asesiad**.

Paham fod angen Asesiad?

Mae asesiad yn cael ei gwblhau er mwyn gweld yr hyn sydd angen ar eich teulu ac er mwyn i ni weld sut fedrwn eich helpu. Fe allai'r help yma ddod o Wasanaethau Cymdeithasol neu asiantaeth arall fel y Gwasanaeth Iechyd neu Addysg. Mae asesiad yn ffordd o gydweithio gyda chi i benderfynu sut mai gwella pethau i chi a'ch teulu.

Beth mae cael Asesiad yn ei olygu?

Mae yna ddau fath o asesiad: Asesiad cychwynnol (neu cyntaf) ac asesiad craidd. Mae'n ofynnol o fewn y ddau asesiad bod gweithiwr cymdeithasol yn siarad â chi, a phobl eraill ynglyn â'r pethau sy'n effeithio'ch teulu. Fe gewch ddweud eich dweud ac fe wnawn eich helpu i gymryd rhan. Mi fedr yr asesiad ddarparu cynllun i ddelio ag anghenion eich plentyn (neu blant) neu efallai y cewch eich cyfeirio at asiantaethau eraill ar gyfer eu gwasanaeth. Fe ddylai canlyniad yr asesiad ei nodi.

Ar ddiwedd yr asesiad, mae'n bosib y gwneir cynllun i restrri'r help sydd angen arnoch neu efallai fe roddir cyngor a gwybodaeth i chi. Beth bynnag a benderfynir fe'i trafodir gyda chi.

Beth yw'r Asesiad Cychwynnol?

Fe ddylai asesiad cychwynnol gymryd 7 diwrnod. Mae'n debygol mai ychydig o bethau y bydd angen i chi ddweud wrthym am eich plentyn, er mwyn i'r asesiad gael ei wneud. Os oes pobl eraill eisoes yn helpu chi a'ch teulu, mae'n debygol y bydd y gweithiwr cymdeithasol yn siarad â hwy hefyd. Fe wnawn drafod hyn gyda chi.

Beth yw asesiad Craidd?

Fe wneir **asesiad craidd** os credwn fod angen mwy o wybodaeth arnom cyn helpu eich teulu. Mae hyn yn debygol o ymglymu mudiadau eraill megis lechyd, Addysg neu mewn rhai achosion yr Heddlu. Fe ddylai'r asesiad craidd gymryd 35 diwrnod gwaith.

Er mwyn helpu'ch teulu, mae angen i ni wybod yr hyn yr ydych yn ei wneud yn dda a pha bethau sydd angen help arnoch, a gofynnwn am eich caniatâd i ofyn i eraill ynglyn â'ch teulu er enghraifft lechyd ac Addysg.

Yn yr asesiad craidd mi fydd angen i ni ddarganfod tipyn mwy amdanoch, eich partner a'r plant o fewn y teulu. Mae gennym ddi-ddordeb i ddeall eich cryfderau yn ogystal â chryfderau'ch teulu er mwyn adeiladu arnynt, yn ogystal â'r problemau sydd angen eu datrys. Ceisiwn hefyd eich caniatâd i ofyn i fudiadau eraill i rannu unrhyw wybodaeth sydd ganddynt ynglyn â chi a'ch teulu.

Sut mai'r wybodaeth yn cael ei ddefnyddio?

Fe'i defnyddir i sicrhau ein bod nawr yn ymwybodol o:

- Anghenion eich plentyn
- Yr heriau rydych yn eu hwynebu fel rhiant
- Amgylchiadau byw a theuluol

Mae'n bosib y gofynnir i chi fynychu cyfarfod cyntaf gyda'r mudiadau sydd ynghlwm a'ch plentyn, i gynllunio sut fydd yr asesiad yn cael ei wneud a phenderfynu pa wybodaeth sydd ei angen.

Unwaith y cawn y wybodaeth sydd angen arnom, mae'n bosib y gwnawn ofyn i eraill am eu help wrth benderfynu:-

- Beth yw anghenion eich plentyn
- Pa wasanaethau fydd yn addas i'ch teulu
- Os, neu faint y medrwch chi a'ch teulu helpu

Mae'n bosib y gofynnir i chi fynychu ail gyfarfod pan gytunir ar y gwasanaethau ac anghenion eich plentyn mewn cynllun.

Rhannu gwybodaeth a chaniatâd

Y Gwasanaethau Cymdeithasol sy'n arwain yr asesiadau ac efallai bydd angen gwybodaeth bersonol ynglyn â'r bobl sydd yn eich teulu neu eraill o bosib sy'n agos iddynt.

I wneud y dasg, mae'n bosib bydd angen gwybodaeth bersonol oddi wrth nifer o wahanol fudiadau ynglyn â'ch plentyn, teulu ac unrhyw berson arall sy'n gysylltiedig.

Mae'r mathau o fudiadau/gweithwyr proffesiynol a gysylltir â hwy yn cynnwys:

Meddygon, Ymwelwyr Iechyd, Nyrsys Ysgol/Cymuned, Staff Cylch Chwarae/Meithrinfa, Therapyddion Lleferydd, Ffisiotherapyddion, Staff Gwasanaethau Iechyd e.e. Seicolegwyr neu Nyrsys Seiciatrïg Cymuned, Penaethiaid Ysgol neu Seicolegwyr Addysg, Awdurdod Tai, Heddlu a Gwasanaethau Prawf.

Dywed Deddf Gwarchod Data 1998 bod rhaid i ni ofyn am eich caniatâd cyn i ni geisio am a/neu rannu gwybodaeth ynglyn â chi neu'ch plentyn gydag eraill. Fe elwir hyn yn **Ganiatâd**. Mi fydd gan bob asiantaeth ei ddulliau gweithredu ei hun ar gyfer rhannu gwybodaeth ac fe allwch dderbyn copïau o rain os dymunwch.

Fe ddywedwn wrthy'ch am ba reswm yr ydym am ddefnyddio'r wybodaeth a gofynnwn i chi arwyddo **Ffurflen Ganiatâd**. Os na gytunwch i ni wneud cais am y wybodaeth, ni fydd y Gweithiwr Cymdeithasol yn medru gofyn i'r Mudiadau/ Gweithwyr Proffesiynol am wybodaeth sydd angen arnom ac fel canlyniad fe effeithir yr asesiad. Golyga hyn efallai na fyddwn yn medru helpu'ch plentyn a'ch teulu, yn briodol. Mi fyddwn angen eich caniatâd er mwyn i ni rannu gwybodaeth ynglyn â'ch plentyn (neu blant) a'r teulu, felly mae yna ffurflen, sydd angen llofnodion:

- Caniatâd Rhieni, Gofalwyr a Phlant/Pobl Ifanc i gyfeireb ac Asesiad Cychwynnol

Mi ganiateir i'r Gwasanaethau Cymdeithasol i ofyn i fudiadau perthnasol yn ystod yr asesiad i rannu gyda hwy unrhyw wybodaeth bersonol ynglyn â'ch plentyn a gwybodaeth sylfaenol sydd efallai ganddynt ynglyn ag aelodau eraill o'r teulu. Mi fydd angen i bob person sy'n gysylltiedig rhoi eu caniatâd.

A fedr asiantaethau rhannu gwybodaeth bersonol heb fy nghaniatâd?

Dim ond mewn amgylchiadau eithriadol. Fel arfer maent yn sefyllfaoedd pan fod pryderon am blant sydd o dan risg o niwed arwyddocaol, pan fod bygythiad i'w lles neu'u diogelwch.

Bydd y Gwasanaethau Cymdeithasol ond yn gwneud hyn ar ôl trafodaeth ofalus ynglyn â'r achos gyda gweithwyr proffesiynol eraill. Os digwydd hyn, fe ddywedir wrthyich ba wybodaeth a ofynnwyd amdano ac a rhannwyd gydag eraill, yn ogystal â pha weithred a gymerwyd, cyn gynted a phosib.

Eich ymglymiad yn yr Asesiad

Mi fydd angen i chi a'ch teulu chwarae rhan weithgar yn yr asesiad ac fe ofynnir am eich barn a'ch sylwadau. Mi fydd yr Asesiad yn ystyried crefydd eich teulu, eich diwylliant a'ch cefndir yn ogystal ag anghenion eich plant. (O ble rydych yn dod a pa fath o berson ydych chi).

Beth sy'n digwydd ar ddiwedd yr Asesiad?

Pan fydd yr asesiad wedi ei gwblhau mi fydd cynllun yn cael ei greu, sy'n esbonio'r hyn sydd angen, pwy fydd ynghlwm a darparu gwasanaethau i'ch teulu, beth yw'r amcanion a sut a phryd y byddant yn eu gwneud. Fe gewch esboniad manwl o'r cynllun.

Er mwyn i chi chwarae rhan weithgar yn yr asesiad fe ofynnir i chi fynychu cyfarfodydd. Pan fydd eich plentyn (neu blant) yn ddigon hyn i gymryd rhan yn yr asesiad, mi fydd gweithiwr cymdeithasol yn eu helpu i wneud hynny. Mae'n bosib y bydd y Gwasanaeth Eiriolaeth yn medru cynnig cefnogaeth i'r plant hynny sydd am fynychu. (Eiriolwr yw rhywun sy'n gweithio gyda phlant i sicrhau ein bod yn ymwybodol o'u dymuniadau).

Cysylltiadau

Os oes gennych unrhyw gwestiynau ynglyn â'ch asesiad neu asesiad eich teulu, neu ynglyn â'r broses o rannu gwybodaeth, mae croeso i chi gysylltu â'ch:

Gweithiwr Cymdeithasol neu Rheolwr Tîm

Gwasanaethau i Blant a Theuluoedd

Ty Haydock

Heol Holton

Y Barri, CF63 4HA

Ffôn: 01446 725202

Mae trefn gwyno yn bodoli ar gyfer defnyddwyr gwasanaethau ac mae ar gael oddi wrth y:

Swyddog Cwynion Plant

Dock Offices

Heol Subway

Y Barri, CF63 4RT

Ffôn: 01446 704800

Testun: 0777 563 4194

I siarad â **Gweithiwr Eiriolaeth**, cysylltwch â:

Eiriolaeth y Fro ac Ymwelwyr Annibynnol

55a Heol Holton

Y Barri, CF63 4HF

Ffôn: 0800 7312 816

E-bost: Valeadvocacy@aol.com

Mi ddylai cwynion ynglyn ag unrhyw asiantaeth arall gael eu cyfeirio at drefn gwyno'r asiantaeth hwnnw

Darperir y wybodaeth hon, pan wneir cais, mewn ieithoedd eraill, mewn print bras, ar dâp, neu mewn fersiwn symledig neu un sy'n defnyddio lluniau. Cysylltwch â'r Tîm Polisi a Gwybodaeth os gwelwch chi'n dda ar 01446 704814 i wneud trefniadau.

