



THE ROYAL BOROUGH OF
KINGSTON
UPON THAMES

Transitions Protocol

**Moving from Children's
to Adult Services in
the Royal Borough of
Kingston upon Thames**



**achieving
for children**

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Introduction

The Royal Borough of Kingston upon Thames is committed to providing high quality care and support to all young people with learning difficulties and disabilities, physical disabilities, mental health issues, and additional needs.

As a local authority, we want to ensure the transition into adulthood is smooth and straightforward for all young people eligible for council support. The role of this document is to clearly define the roles and responsibilities of all agencies involved in the transition and identify the actions that should occur at each stage in moving from children's to adult services.

This document lays out the actions to be taken by each key organisation each year from 14 onwards. The purpose of developing a consistent local protocol for transitions is to ensure the responsibilities of each organisation are clear and unambiguous, to support collaborative working between organisations, and to ensure young people and their families are kept well informed of what to expect during the transition process.

The Kingston borough and our partner agencies are committed to safeguarding children, adults, and vulnerable young people.

Principles of a good transition

Achieving the best possible outcomes for young people as they enter early adulthood is the key principle for the council. The outcomes we aim for this protocol to support is to ensure young people in transition are able to:

- gain purposeful employment
- live as independently as possible
- have successful friendships and relationships
- participate fully in their local communities
- enjoy good health, including mental health

Best practice

As part of our commitment to delivering a high standard of care and to ensure we meet our five transition outcomes, we ensure the use of best practice within our teams.

We aim to identify young people who may need additional support with their transition or whose care needs are expected to be more complicated to the relevant organisation or tracking list at the first opportunity. This should ideally happen at 14, but can happen at any point on the transition journey. This is to ensure there is adequate time to arrange appropriate care and support for a young person when they complete their transition.

Communication with the young person, their family and carers, as well as collaboration across teams and organisations involved is key. This helps us meet our transition outcomes and deliver the highest standard of care to young people.

Relevant legislation

It is important that staff have a clear understanding of the legal framework around transitions. This allows staff to provide accurate and balanced guidance to young people and help them make informed decisions about their transition.

Autism Act, 2009

The Autism Act makes provision about the needs of adults who have autism.

Care Act, 2014

The Care Act 2014 provides the legal framework for Adult Social Care and a duty on councils to support and promote the wellbeing and independence of working age disabled adults and older people, and their family carers. The act aims to put people and their carers more in control of their care and support.

Children and Families Act, 2014

The act reforms the services local authorities must deliver to vulnerable children in England.

This has impacts across adoption, family justice, parents working rights, as well as reforms for young people with special educational needs and disabilities (SEND).

Young person's guide to the Children and Families Act 2014 - GOV.UK (www.gov.uk).

Children Act, 1989

The Children Act ensures care leavers have access to the same level of support and the same opportunities as their peers. The provision of overnight respite and short breaks is included in the act. All disabled children are identified as 'children in need' in the legislation.

Children Act 1989: transition to adulthood for care leavers - GOV.UK (www.gov.uk).

Children and Social Work Act, 2017

The Children and Social Work Act outlines the support available to looked after children and care leavers. The Act also expands the range of considerations the courts have when making decisions about long term placements and establishes a new regulatory regime for social workers.

Children and Social Work Act 2017 (legislation.gov.uk).

Homelessness Reduction Act, 2017

The Homelessness Reduction Act places a duty on local authorities to relieve and prevent homelessness. The act places a responsibility on public bodies to carry out assessments and develop personalised housing plans as well as refer people at risk of homelessness.

Homelessness Reduction Act 2017 (legislation.gov.uk).

Human Rights Act, 1998

The Human Rights Act 1998 enshrines the European Convention on Human Rights (ECHR) into British domestic law. By doing this, the act allows people whose human rights have been violated to seek justice in the British court system without having to take their case to the European Court.



Immigration and Asylum Act, 1999

The Immigration and Asylum Act significantly reformed the conditions and entitlements for those claiming asylum in the UK. This includes welfare and housing benefits. Immigration and Asylum Act 1999 (legislation.gov.uk).

Mental Capacity Act (MCA), 2005

The MCA promotes safeguard decision-making within a legal framework. The act empowers people to make decisions for themselves and also allows people to plan ahead for when they may lack capacity. The Deprivation of Liberty Safeguards (DoLS) amendment ensures people who cannot consent to their care have protections if their care arrangements deprive them of liberty. Mental Capacity Act 2005 (legislation.gov.uk).

Mental Health Act, 1983 (updated 2007)

The Mental Health Act 1983 (as amended, most recently by the Mental Health Act 2007) is designed to give health professionals the powers, in certain circumstances, to detain, assess and treat people with mental disorders in the interests of their health and safety or for public safety.

National Framework for Continuing healthcare (CHC) and Funded Nursing Care (FNC) 2018

The framework outlines the process and principles that must be followed when establishing adult CHC eligibility and develops transparency and consistency within the assessment process. 20181001 National Framework for CHC and Fxxx Nccc Cxxx - October 2018 Revised (publishing.service.gov.uk).

Special Educational Needs and Disability Code of Practice: 0-25 2014

The SEND code of practice explains in detail the practices that must be followed by local authorities, health services as well as education providers under part 3 of the Children and Families Act 2014.

SEND code of practice: 0 to 25 years - GOV.UK (gov.uk).

Special Educational Needs and Disabilities Regulations, 2014

The Code of Practice is statutory guidance to which local authorities and others must 'have regard' The SEND regulations is a regulatory framework embedded in CFA2014 and must be adhered to.

Preparation for adulthood and annual reviews

As part of the transition process, there are several reviews, assessments, meetings, and interviews that must take place. Some of these are reoccurring, and others are one-off events. Some of these are legal requirements to ensure that the young person and their family are as involved in the transition as possible. This also helps us to ensure that the care being delivered is appropriate for the young person's individual needs and accounts for their views.

Education health and care plan (EHCP) annual reviews, should be used to actively monitor children's and young people's progress towards their outcomes and future ambitions. The plans must be reviewed every 12 months or annually. The Year 9 EHCP annual review and every subsequent annual review, must focus on preparing for adulthood (PfA). The PfA outcomes are also considered right from the earliest years.

The current EHCP template at Achieving for Children is an 'all age plan' that embeds the four preparation for adulthood outcome areas.

The annual review must also include a review of support where identified as necessary to be secured through an EHCP, a special educational provision, health provision, or social care provision which is additional to and different from that which is ordinarily available, in the following PfA areas:

- to find suitable post-16 pathways that lead to outcomes for employment or higher education and training opportunities
- to undertake work experience in a meaningful setting
- to find a job
- to help to understand benefits
- to prepare for independent living, including exploring decisions young people want to make for themselves
- where they want to live in the future and the support they will need
- local housing options and support to find accommodation
- housing benefits and money matters
- eligibility for social care
- to maintain good health and wellbeing in adulthood



Health services

To plan continuing health services from children to adult services, and helping young people understand which health professional may work with them as adults, it is important to ensure those professionals understand the young person's needs. This should include the production of a health action plan and prompts for annual health checks for young people with learning disabilities

Reviews

Reviews should be person-centred, consider what is working, what is not working well, and what is important to the young person and what is important for the young person as they progress towards adult life.

Continuing healthcare (CHC) checklist

Continuing healthcare (adults) is a fully funded package of care for those with primary health needs. To identify those who may be eligible for a full CHC assessment, a CHC checklist must first be completed by a health practitioner or social care practitioner. A tracking meeting is in place to discuss young people who are eligible under children's continuing health and others who have been identified with significant health or behavioural needs.

Child in need plan (including young carers)

The child in need plan can outline a range of support or agreed actions for a child in need as defined in the Children Act 1989, which can include children with disabilities and young carers. Regular reviews of the plan should ensure that progress is being made to support the child's health and development.

Children looked after pathway plan

A pathway plan is a written agreement between a young person and Children's Services. The plan outlines how Children's Services are going to support the young person to live independently until they feel confident enough to live unsupported. The pathway plan gives young people an opportunity to voice their concerns and have a say in the support they receive.



Child looked after (CLA) review

A child looked after review is a meeting of all those concerned with the young person's care and care plan. At this meeting, Children's Services will look at whether the young person's care plan is meeting their needs and whether any changes need to be made.

Permanency planning meeting

Permanency planning meetings aim to identify the most effective route to securing permanency for a young person. Permanency can be achieved by placing the young person with an existing foster family, their birth family, or another network that can provide a framework of emotional and physical support to give the child a sense of security, continuity, commitment and identity.

Staying put arrangement

Staying put arrangements can be put in place to allow a young person to stay with their foster parents post 18. To qualify for staying put arrangements, the young person must have additional needs or be in education or training, be on a pathway towards education or be in foster care before the age of 18.

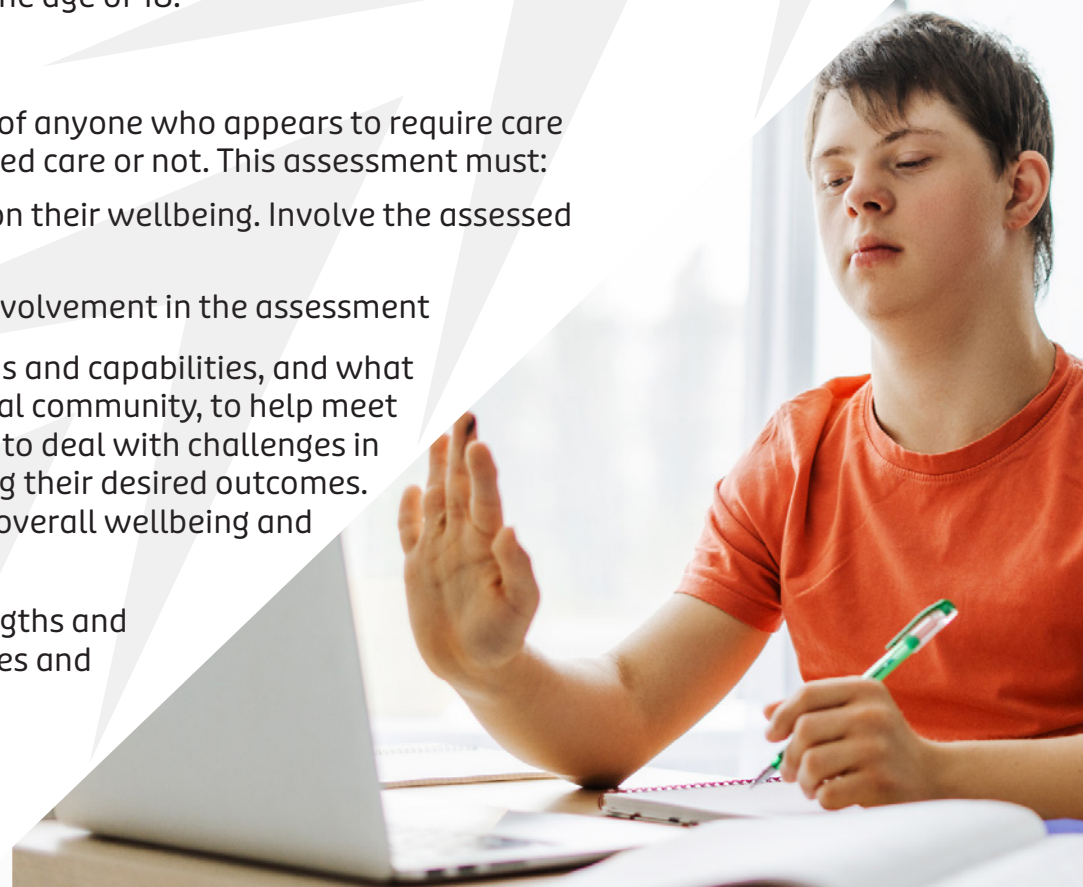
Care Act, 2014 Assessment

Under the Care Act 2014, local authorities must carry out an assessment of anyone who appears to require care or support. This is regardless of whether they are eligible for council funded care or not. This assessment must:

- focus on the assessed person's needs and the impact that they have on their wellbeing. Involve the assessed person and, where appropriate, their carer(s)
- provide access to an independent advocate to support the person's involvement in the assessment

The Care Act 2014 requires local authorities to consider people's strengths and capabilities, and what support might be available from their wider support network or their local community, to help meet their needs. Strengths refer to different elements that enable the person to deal with challenges in life in general, and that can help in meeting their needs towards achieving their desired outcomes. Taking a strengths-based approach can support people to improve their overall wellbeing and live as independently as possible.

The Kingston Borough is committed to making the most of people's strengths and available local community resources, before considering statutory services and exploring all possible options.



Transition protocol

What follows is a breakdown of the actions that must occur each year during the transition process from age 14 onwards. This includes actions that must occur across education, social care, children looked after, health and transport.

Young person is 14 (Year 9)



Education

EHCP will be amended in Year 9, in collaboration with the PFA team to incorporate the PFA outcomes.

Other professionals will also prioritise this transitional year to update the advice contributing to the plan.

Review of support in school for those with additional needs, but no EHCP.

Parents and young person fact-find about post 16 provision, referring to Local Offer.

Kingston SEND Local Offer schools and colleges should provide students with independent careers advice (all Year 8 to 13 pupils). They should offer opportunities for taster sessions, work experience, mentoring and inspirational speakers or role models to help young people with SEND make informed decisions about their future aspirations.

If your child or young person has an EHCP, their education, health and care co-ordinator will also be involved in this process. Adult social care services and Children's social care, work with the PFA team to review young people who may be eligible for care services as an adult.

[About Transition and Preparing for Adulthood - AfCInfo](#)

Social care

Young people likely to need support as adults should be identified on the tracking list by Children's Services and discussed at the regular meetings, the purpose of which is to ensure that key pieces of work are completed and that they are on the right pathway for their needs.

Children's services will identify young people with EHCPs who are likely to require support from adult support services.

Children's services will identify children who are assessed as young carers and will require ongoing support as a carer and therefore require a transition assessment before adulthood.

Children looked after

'Children looked after' identifies young people who are likely to need support from Adult Social Care (with consideration of the Care Act 2014) and they are placed on the tracker.

Independent reviewing officers (IROs) also help to identify young people with care and support needs.

Transport

We expect young people to travel independently when they have the skills to do so and will support those who do not, to do so wherever possible.

Young people in receipt of support from the Special Educational Needs and Disability Travel Assistance Team will be considered for independent travel training. Travel assistance budgets remain available to young people and their families.

Health

Young people with complex health needs are flagged up on the tracker as likely to need an assessment or be eligible for adult continuing healthcare.

From the age of 14, young people with a learning disability are entitled to a free health check with their GP once a year.

Children and Adolescent mental health services (CAMHS) mental health advice (Tiers 2, 3 and 4) for the application of EHCP funding and funding decision (six weeks).



Young person is 15 (Year 10)



Education

Year 10 annual review: Preparing for adulthood is an ongoing process and the Year 10 annual review is the second of several transition and planning meetings that take place every year with the young person until they leave school in Year 11 or Year 13/14.

Through the transition, the annual review will help to ensure that the young person's needs are identified, and relevant services put in place. The EHCP will be amended when required, to reflect their changing needs as they grow older.

Review of support in school for those with additional needs, but no EHCP.

The setting will provide careers guidance, information and advice. If you are likely to have a change of environment post-16 eg, a move from school to college, consider what might be needed for a smooth transition. In some complex cases, a multi-agency panel will consider the options and make recommendations.

Social care

Tracking meetings continue between the relevant teams regularly. Young people can be flagged and added at any point.

Children looked after

Young people will be supported to complete the independent living checklist, this will be reviewed periodically and will inform the pathway plan.

The checklist will also be completed as soon as possible for any young people who becomes looked after between 15 and 18 years. Young people who will need a personal adviser (PA) at 16 are also identified.

Health

Continuing health care transitions tracking meeting, held six weekly.

Transport

Independent travel training will continue to be considered for the young people to support them in developing the skills they need to travel independently wherever possible.

Young person is 16 (Year 11)



Education

The EHCP is reviewed and new outcomes are recorded in the PfA section. Continue to receive careers education, information, advice and guidance.

The Young person or appropriate person decides on the preferred post-16 option. This should have been undertaken and preparations underway before the annual review. In the autumn young people are asked for their post-16 education placement choices.

The SEND team then 'consults' with the relevant education placement. The PFA team attends to this along with social care and health when appropriate.

This process is repeated in Years 12 to 14 and 19+ if the young person is identified as moving between settings and therefore again in a transitional year. If moving on from school, post-16 placement is confirmed by 31 March if an EHCP is in place.

Consider whether all appropriate professionals or organisations are involved (including advocacy).

The allocated EHCP coordinator should refer young people (where required) to adult social care who have been identified on the tracker, when not known to children's social care teams. Consent should be sought from the young person.

Young people preparing to make their own decisions:

As young people develop, they should be involved more and more closely in decisions about their future. After compulsory school age (the end of the academic year in which they turn 16) children become young people and have the right to take their own responsibility for engaging in decision making with their education provider and, where they have an EHCP, with the local authority and other agencies. Schools have a vital role to play in supporting young people to make decisions and take control of their future. Parents must be well prepared for these changes and supported to allow their young person's voice to be heard at the centre of the conversation.

Educational providers should continue to involve parents in discussions about the young person's future. In focusing discussions around the individual young person, parents, carers and professionals should support that young person to communicate their needs and aspirations. They need to make decisions which are most likely to lead to good outcomes for them, involving the family in most cases. It is key that the young person's aspirations are at the centre of the conversation. Using 'vocational profiles' as a tool will help with this work. The parents and family members of young people can continue to support them to make decisions or act on their behalf if this is what the young person wants.

The local authority, schools, colleges, health services and other agencies should continue to involve parents until the young person is 18 years old, although the final decision lies with the young person.

Social care

Referrals are made to Adult Social Care for young people already identified on the tracker by the relevant teams in Children's Services.

Please note that it may be appropriate for some people with complex needs to be referred at an earlier stage, this will be decided at the tracking meetings.

Children looked after

The first pathway plan is completed by age 16. Between the ages of 16 and 18 a leaving care personal adviser is allocated, on a case-by-case basis. The personal adviser is introduced by the allocated social worker. Young people likely to require adult social care support are referred for a Care Act assessment. We are working towards an eligible young person's case to be presented to the Kingston Transitions Panel for the first time at age 14. These young people will be on the tracker in keeping with the social care pathway.

Health

The relevant young people on the tracker are referred and screened using the CHC checklist.

Child and Adolescent Mental Health Service (CAMHS), Adult Social Care Mental Health team, Learning Disability (LD), and ASC locality team will contribute to this process for the relevant young people. The process will be coordinated through the Transitions coordinator.

Please note: it may be appropriate for some people with complex needs to be referred at an earlier stage. This will be decided at the tracking meetings jointly held with children's and adults services.

Transport

In Year 11, planning will take place for post-16 preparation for either sixth form or college. It is expected that young people will engage in independent travel training or will be able to access a travel assistance budget. Young people with significant special education needs may be considered for ongoing transport support.



Young person is 17 (Year 12)



Education

Families and young people discuss potential post 19 options with school, key workers, social care and health workers. All students aged 16 to 19 should follow a study programme that stretches them, prepares them for adulthood, and supports their progression into work or further study. For students who have an EHCP, a study programme can apply up to the age of 25. Young people with an EHCP can undertake supported internships or traineeships which aim to prepare them for employment or apprenticeships.

The annual review will be used as a process to facilitate joint planning with the young person and their family, particularly around preparation for adulthood and transition to adult services.

Social Care

Young people referred are allocated to a social worker in adult social care in the relevant team: Learning Disability, Mental Health Social care (and Autism without Learning disability), Locality (physical disability), for completion of the Care Act assessment. For those who are assessed to be eligible, a care and support plan will take into account the young person's needs, strengths, abilities and wishes. If paid services are required, an application is submitted to the Quality and Risk Forum for consideration of the proposed resource. This is to be completed three months before the young person's 18th birthday.

A mental capacity assessment will also be completed if there are concerns that the young person lacks the capacity to make decisions about their care and support.

Please note: It may be appropriate for some people with complex needs to be assessed at an earlier stage. This will be decided at the tracking meetings.

For any children identified as a young carer, an agreement needs to be made as to whether they need support after becoming 18 years old and if that would be of significant benefit to them. Furthermore, agree on who would assess section 63 of the Care Act 2014.

The council has a commissioned service to support young carers.

[Support for young carers](#)

www.kingston.gov.uk

Children looked after

Young people will have been presented at the permanency planning panel at least twice by this stage to track the transition planning. Pathway plans are reviewed, and transition targets are updated.

Post-18 accommodation plans should be developed, including 'staying put' arrangements. By age 17 and six months, post 18 accommodation plans are in place and approved by the JAP Panel Quality and Risk Forum (Adults). Care Act assessments will be completed for those referred.

Health

Those with a positive CHC checklist will have a full assessment to determine eligibility in principle (because they will not yet be 18). For those eligible, needs will be assessed, and care commissioned in time for their 18th birthday by the integrated care board (ICB).

For young people requiring ongoing support, whether due to mental health needs, dual diagnosis, an eating disorder, a personality disorder, etc, a CAMHS care coordinator will begin discussions with the relevant adults team (either South West London and St Georges [SWLSTG] or Adult Social Care [ASC]) when the young person turns 17 and make referrals as needed. Achieving for Children (AfC) may also refer young people with mental health problems (not known to CAMHS) to ASC and SWLSTG when the young person turns 17.

The transitions coordinator from CAMHS supports young people before turning 18 to ensure appropriate referrals are made to adult services (health and social care).

Where appropriate a CAMHS care coordinator will begin discussing the transitions process with the young person when they turn 17.

Active transition planning should start when the young person is 17 and 6 months. This should be agreed upon by CAMHS and the relevant adults team. Young people supported by the CAMHS LD team will typically be referred to the appropriate specialist health team. Some young people supported by CAMHS may not meet the criteria for adult services in such cases CAMHS may explore referrals to other organisations or agencies

When young people are 17 and over, and have had a first episode of psychosis requiring a care programme approach (CPA) to support their recovery, CAMHS may arrange a handover of treatments to the adult early intervention service.

Young people who are in-patients on a CAMHS ward may need to transition to an adult ward when they turn 18, preparation for this should begin as early as possible in line with CPA policy. The relevant adult ward and community team will be invited to arrange the transition.

A decision on whether a referral into health and social care will be required will be made on a case-by-case basis based on the outcome of therapeutic input. The duration for the therapeutic work is six to 12 weeks before the young person's eighteenth birthday. Referrals will include information on current medication, relevant health assessments, EHCPs, risk assessments, and key contacts in the network. Once referred and accepted young people will be allocated a lead healthcare professional from adult services to help facilitate the transition.

SECTION 117

For all young people (under 18) who are detained on Section 3 or 37 (Mental Health Act [MHA 1983]), AfC should approach the relevant ICB for funding contribution to the S117 aftercare plan. In Kingston, this will be undertaken via direct communication of the S3 and the need for S117 joint funding and then be confirmed via the joint agency panel. The funding agreement should be in place at the point of discharge from Section 3 or 37 (MHA 1983). When the young person reaches 17 years old, the ICB commissioner for young people should liaise and share S117 funding information with their Adults counterpart. AfC should liaise with Adult Social Care to share the same information. ASC and ICB will agree on a funding split for S117 aftercare for when the young person turns 18.

Transport

Transport may continue to be provided up to the end of the academic year in which a young person turns 19 years of age (for example, if their birthday is in December, they may continue to receive transport until July of the following year). Consideration of any future transport needs will form part of the young person's transition into adulthood plan. Adult Services within the local authority work closely with children's services and take a lead in this for adult services.

Assessment of need will be required under the Care Act 2014.

Refer to [AfC policy](#).



Young person is 18 (Year 13)



Education

The annual review will be used as a process to facilitate joint planning with the family, particularly around preparation for adulthood and transition to adult services. Personalised planning is in place which will consider:

- the content of any future study programme and how it will enable outcomes to be achieved
- which professionals to be involved in future meetings For those moving between provisions, eg, vocational pathways, college, university, at the end of Year 13, the SEND team will liaise with the family to identify the next steps and amend or stop the plan as appropriate

Mental Capacity Act: ensure that the young person has support to make informed decisions.

Social Care

Case management responsibility transfers to a social worker in the Learning Disability team, Mental Health Social Care team or the ASC Locality teams for physical disability and sensory impairment. If there is a delay in the transition to the team, support from Children's Services should continue to ensure continuity. If the pathway is followed, this should not be necessary.

The adult care and support package starts on the young person's 18th birthday. This is reviewed after six weeks and annually thereafter.

Responsibility for any carer assessments (for previous young carers) transfers to Adult Social Care (or their appointed provider).

Children looked after

Young people are presented to the permanency panel for the last time one month before their 18th birthday. The panel checks that all necessary handover tasks for the move have been completed. The care package will commence for young people eligible for support from Adult Social Care under the Care Act. Young people transfer to the team at an agreed date.

Health

Eligible young people transition to adults Continuing health care CHC and the care package starts. This will be reviewed after three months and annually thereafter by the adults CHC team or ICB.

When CAMHS provides time limited intervention, this may continue beyond the 18th birthday in agreement with the relevant Adults Health team. In this instance, CAMHS and the relevant adult service will co-work for a limited period and this will be reviewed at the CPA. Once the adult team takes over care coordination, advice can still be sought from CAMHS.

Transport

The SEND team will give a year's notice to inform young people that travel assistance will end when they leave school.

Young people in receipt of support from Adult Social Care may be able to get support for transport or travel training as part of their care and support package to attend school or college and other community activities. This is based on the assessment of need under the Care Act 2014.



Young person is 19 (Year 14)



Education

The annual review will be used as a process to facilitate joint planning with the family, particularly around preparation for adulthood and transition to adult services. There will be a particular focus on destination planning and identifying the steps to get there. For those moving between provisions, such as vocational pathways, college, university and employment, at the end of Year 14, the SEND team will liaise with the family to identify next steps and amend or stop the plan as appropriate.

Mental Capacity Act: ensure that the young person has support to make informed decisions.

Identify other key transition points in the young person's journey: consider actions required to make these transitions as smooth as possible. Ensure that all the services are actively involved in the annual review process. If the EHCP is stopped, sufficient exit plan arrangements are in place to secure appropriate provision and outcomes.

All EHCPs will stop no later than the end of the academic year in which the young person becomes 25 years old.

Social care

Age 25: Young people transition to the relevant adult social care team where there is an assessed need. Young people with physical and sensory disabilities will transfer to the Adult Locality team. Those with a learning disability to the learning Disability team and those with a mental health need or autism without a diagnosis of learning disability, to the Mental Health Social Care team.

Decisions about the most appropriate team will be made on a case-by-case basis. The young person's care and support plan will be kept under review to ensure the person is supported to live as independently as possible.

Transport

Travel support to school will stop at the end of Year 14. Young people in receipt of support from Adult Social Care may be able to get travel support as part of their care package to attend school or college and other community activities. This is based on assessment of need, under the Care Act 2014.

Abbreviations

AfC	Achieving for children	PFA	Preparation for adulthood
ASC	Adult Social Care	POC	Package of care
CAMHS	Children and Adolescent Mental Health Services	PPM	Permanency planning meetings
CHC	Continuing healthcare	SEND	Special educational needs and disabilities
CIN	Child in need	SW	Social worker
CL	Care leavers	SWLSG	South West London and St Georges
CLA	Children looked after	TAC	Team around a child
CLDT	Community Learning Disability team (ASC)	YHC	Your health care
CPA	care programme approach	YP	Young person
CWD	Children with Disabilities team (AfC)		
DST	Decision support tool (assessment for adults (CHC))		
EHCP	Education, health and care plan		
FNC	Funded nurse care		
FST	Family Support team (AfC)		
IBC	integrated care board		
LCT	Leaving Care team		
MDT	Multi-disciplinary team		
MHA	mental health act		
MHT	Mental Health team		
NHS	National Health Service		