

Appendix 3: My Story

- 3 (a) Examples of completed 'All About Me' profiles
- 3 (b) Letter to professionals for additional information
- 3 (c) Proforma for professionals to provide additional information
- 3 (d) What is a Wiki website
- 3 (e) Covering letter and application for a Wiki
- 3 (f) Introducing your Wiki (Staying Safe)

All About Me

This is a picture of me

[NAME]

Completed by:

Date completed:

Planned review date:

My One Page profile

My Name

I like to be known as

I was born on

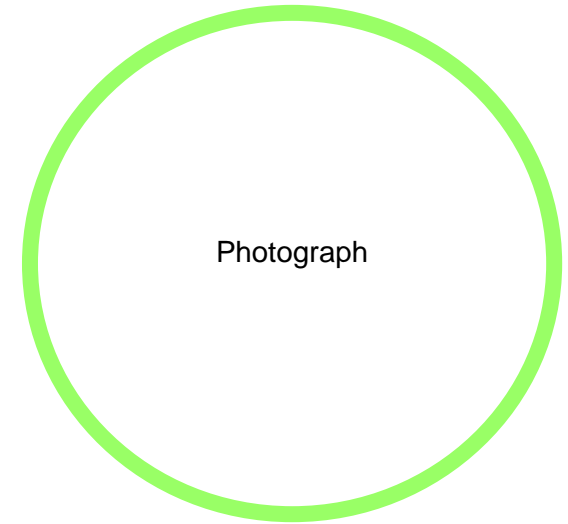
What I am good at and proud of:

What people like and admire about me

My hobbies and interests- things I enjoy doing that are important to me

Good support for me:

Other things I'd like you to know about me:



I like:

I do not like:

My relationship circle

Leisure/voluntary

EDUCATION

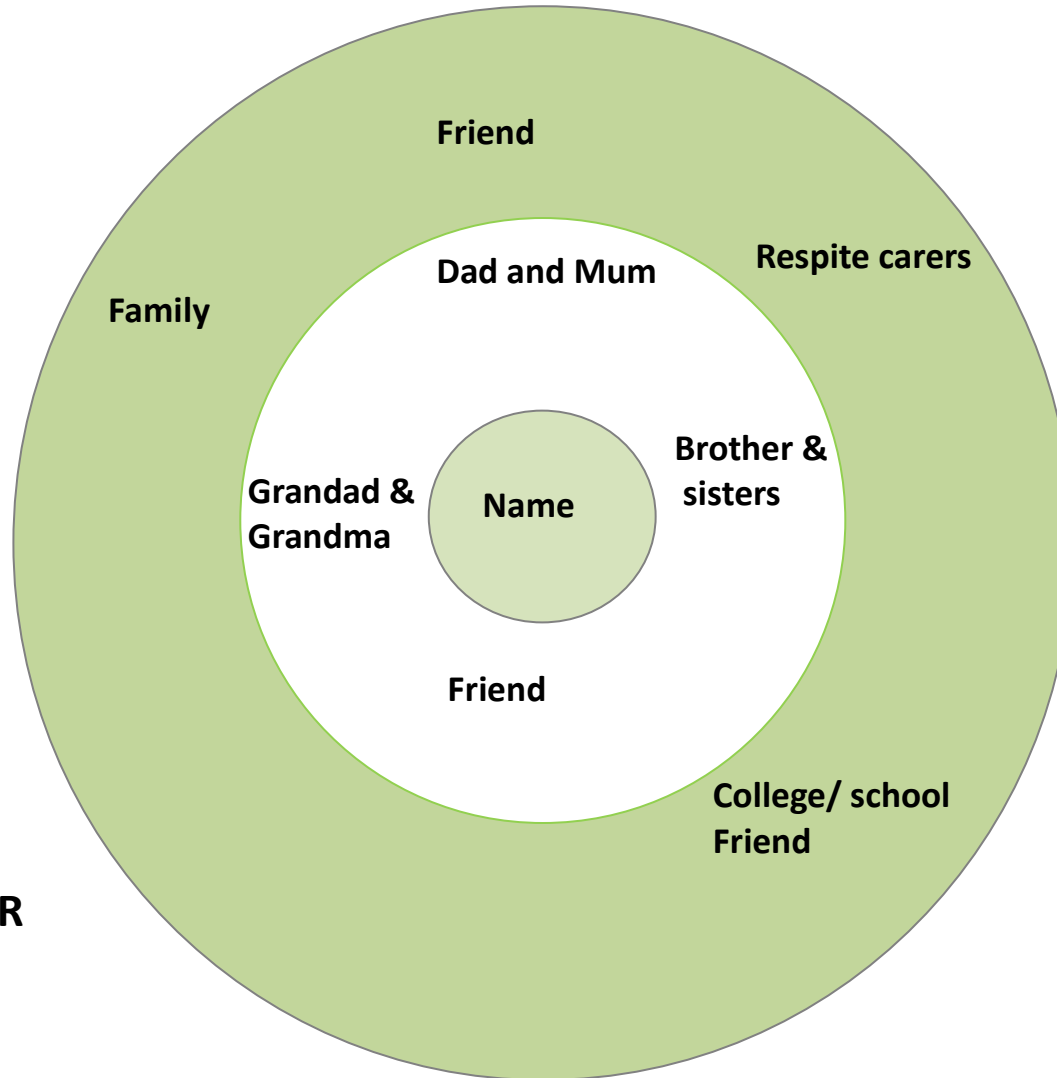
School:

SOCIAL CARE

Children's Social Worker:

Advocate:

HOSPITAL AND OTHER HEALTH SERVICES





Others



COMMUNITY HEALTH

Dentist
GP

What is and isn't working for me

Working 	Not Working 
Learning and Stimulation:	Learning and Stimulation:
Communication:	Communication:
Health and Wellbeing (medical, physical and sensory):	Health and Wellbeing (medical, physical and sensory):
Mobility:	Mobility:
Emotional Wellbeing and behaviour:	Emotional Wellbeing and behaviour:
Leisure and Social Experiences:	Leisure and Social Experiences:
Leisure and Social Experiences:	Leisure and Social Experiences:
Spiritual and Cultural:	Spiritual and Cultural:

Important TO me and Important FOR me

These things make life worth living, pleasurable and fun: 	What good support looks like: 
Learning and Stimulation:	Learning and Stimulation:
Communication:	Communication:
Health and Wellbeing (medical, physical and sensory):	Health and Wellbeing (medical, physical and sensory):
Mobility:	Mobility:
Emotional Wellbeing and behaviour:	Emotional Wellbeing and behaviour:
Leisure and Social Experiences:	Leisure and Social Experiences:
Leisure and Social Experiences:	Leisure and Social Experiences:
Spiritual and Cultural:	Spiritual and Cultural:

Guidance for completing the 'All About Me' Document

The Purpose of the document

The 'All About Me' document provides an opportunity for the child/young person and their family to tell their story. The document enables the child/young person and their family to describe:

- Their relationship circles
- Their strengths and needs and current levels of support
- What is working well and what is not working so well
- Their hopes and aspirations for the future

The document can be completed by the child/young person with help from their family or with the support of a family supporter if this is preferred.

How to complete the form

- Please include a photograph of your child, if you wish to.
- Please read the paperwork with your child, if possible and complete as much of the form as you can. The more detail you are able to provide, the better, but don't worry if there are any sections that you are unsure of, as there will be professionals available to help you, if you need them to do so.

- 'My One Page profile'

These are some suggestions that might help you and your child to complete the page:

- 'What I am good at and proud of'
 - This will depend very much on your child's age, needs and stage of development and could include recently acquired skills in a number of different areas, for example:
 - I can turn towards a sound
 - I can pick up objects using my whole hand
 - I know some colours
 - I can count up to 5
 - I can point to my nose/eyes/mouth
 - I can dress myself
 - I can go to the toilet by myself
 - I can write my name
 - I help to feed my pet
 - I coped really well when I moved up from Primary to Secondary school
 - I have recently been nominated as a school council representative
 - I am learning to cope with being around other people
 - I can control my anger when I become anxious

- 'What people like and admire about me'
 - Children and young people can behave differently in different contexts, so it may be helpful to think about what family members might say, what other children might say and what other adults, such as nursery staff might say:
 - My Mum says I am usually happy/quiet/lively/contented/upset by changes/distressed
 - My teachers say I am friendly/imaginative/creative/sensitive/caring/bright/outgoing/anxious/distressed
 - My friends say I am kind/funny/shy
 - My teachers would say that I am determined and always work hard
 - My friends say that I am kind and friendly
 - I am good at practical tasks
 - My family would say that I am helpful around the home
- The 'Good support for me' section can be anything that you think helps your child in the home or at school.

- 'My relationship circle'

On this page, please use the given headings as a prompt, although it is not essential that an entry is made against every heading. Also, please add other people if they play a part in your child's life and you would like us to include them in the plan.

- 'What is and isn't working for me'

These are some examples that might be useful. Please complete the sections that you think are relevant to you and your child:

Working

- My Mum and Dad like the sitting and befriending service because it means they can do the shopping
- My new buggy is just right – much better than my other one
- I am not having as many fits now I am taking my new medication
- I really like my teacher at school. She really helps me
- The alterations made to the bathroom are making life much easier
- The home – school/college diary is working well
- I am enjoying going out with my befriender every Friday night
- My health has been stable for the past 3 years
- I like going to the film club at lunch time
- My parents are now leaving me in the house on my own for short periods of time
- I like that I am treated as a grown up now that I am at college
- 18+ I like that my befriender is able to take me for a drink in the pub
- I am now organising my own doctor's appointments
- The anger management course I am on at school is really helping me
- Teachers trying to understand what is behind my behaviour makes me feel much better

Not working

- I don't have any friends to play with
 - I don't sleep very well and that makes me and my Mum very tired
 - Our bathroom and my bedroom is upstairs and my parents are having to carry me upstairs every night
 - Communication between home and school is inconsistent
 - I am no longer able to go to after-school clubs as my parents can't collect me due to work commitments
 - We are having difficulty reviewing physiotherapy and occupational therapy support
 - I feel as though my friends and I are always falling out lately
 - I wish that I was allowed to do some things more independently
 - I have been having lots of hospital appointments and I feel as though I am getting behind with my schoolwork
 - I am bored in the evenings; I would like to get involved with a local club/activity
 - I have some things that I would like to be able to discuss in private
 - I would like to go to college to increase my skills
 - I would like to have a job one day, but I know that I will need support to achieve this
 - I want to be able to live away from my parents, but I will need support with my day to day living skills
 - One day I would like to have a family of my own
 - I want to live in an area where I can easily visit my friends and continue with my current leisure activities
 - I want to be able to get involved in extra-curricular activities at college/university
 - I need someone to help me to manage my money, but I want to be able to pay for things myself in shops
 - People don't understand why I behave in the way that I do when I am angry/stressed/anxious
 - Fixed term exclusions from school when I haven't had enough help to follow the rules
- 'Important TO me and Important FOR me'
These are some examples of things other families and children have said, but please let us know what you feel is important to you:
 - I love going to stay with my short breaks carer
 - I like seeing my friends at school
 - I like going for walks with my Dad and the dog
 - I like my teddy to cuddle when I am upset
 - I want to go to the same school as my friends
 - I want to be able to separate from my mum without getting upset
 - I would like to go to cubs
 - My cat is important to me
 - I want to have some time to myself to listen to my music
 - I like going on Facebook to chat to all of my friends
 - I need help to get dressed, but I want to make all of the decisions about what I wear
 - We need a bigger car to carry my wheelchair and all my equipment
 - My Dad needs help filling in the forms for DLA
 - We need to know about which other services can help me and my family

- My parents need some help to get me and my brother ready for school in the mornings because we both need a lot of help
- I will need someone to look after me after school, because my Mum wants to go back to work when I am at school full-time
- When I get a bit bigger I will need to have a bedroom and bathroom downstairs, or we will need to move to a bungalow
- People who understand me and listen to me when I am upset and angry
- A safe space at school for when I can't cope

Thank you for taking the time to complete the 'All About Me' form. Please return it to us by, in the envelope enclosed.



in partnership with



This matter is being dealt with by:

Name

T 0115 977

E @nottscc.gov.uk

W nottinghamshire.gov.uk

Name

Address Line 1

Address Line 2

Address Line 3

County

Postcode

1 Month 2013

Dear ***

Education, Health and Care Plan for ***

The request for a co-ordinated assessment of *'s needs has been considered by the SEND Multi-agency team. The team has agreed that * would benefit from an Education, Health and Care (EHC) Plan.

I am responsible for co-ordinating the plan and will be in touch with you throughout the process.

We believe that in your role as **** (*Job title/role*) you are well placed to contribute to the co-ordinated assessment. The attached pro-forma has been developed to support the assessment process.

Please use the pro-forma to complete your contribution to the assessment. Guidance notes are provided to aid completion of the pro-forma.

As part of the assessment process there will be a multi-agency meeting (MAM) to agree the content of the Plan and the resources required to meet the outcomes. This meeting will take place in the week commencing ****. It would be particularly helpful if you were able to attend this meeting and you will be contacted by a member of the multi-agency team to confirm the date, time and venue of the meeting.

The timeline for completing *'s EHC Plan is shown below:

Date of return of your contribution to the plan	
Multi-Agency Meeting to be held week commencing	
Draft EHC Plan to be issued by	
Final EHC Plan to be issued by	

Please return your contribution to me by **/**/2013.

If you require any help and advice on completing your pro-forma please contact * Business Support Administrator.

Yours sincerely

Nottinghamshire County Council, County Hall, West Bridgford, Nottingham NG2 7QP

*

EHC Plan Co-ordinator
SEND Policy and Provision
Education Standards and Inclusion
Children, Families and Cultural Services
Nottinghamshire County Council

Professional Contribution to **Name**'s Education Health and Care Plan:

Professional's name:

Professional's role:

Address:

Telephone number:

Email address:

Date of contribution:

Signature:

I have completed sections in relation to the following information:

Learning and Development

Emotional Wellbeing and Behaviour

Communication

Self-Help and Independence

Health and Wellbeing

Leisure and Social experiences

Mobility

Insert Heading

Name's strengths are:

I have identified that **Name** has the following difficulties:

To my knowledge, the following support in respect of these difficulties is in place for **Name** now:

I would like to see **Name achieve the following outcome/s:**

It is my professional opinion that **Name will also need the following support from:**

My service:

Other services:

Family and friends:

Other comments:

CONTRIBUTION TO EDUCATION, HEALTH AND CARE PLAN: GUIDANCE FOR PROFESSIONALS

Step 1: Please complete Page 1 in full and insert your contact details.
Please ensure this page is signed and dated.

Step 2: Consider the following list of headings. Identify those headings where you feel able to make a written contribution:-

- Learning and development
- Communication
- Health and wellbeing (medical, physical and sensory)
- Mobility
- Emotional wellbeing and behaviour
- Self help and independence
- Leisure and social experiences
- Spiritual and cultural

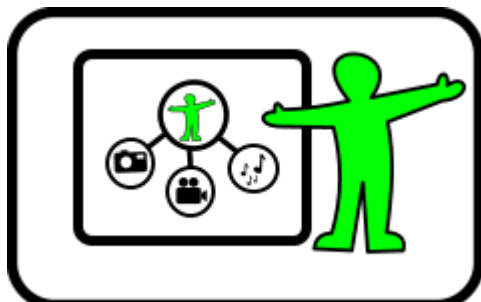
Step 3: Insert the headings from the list above into the blank pro-forma for those areas where you are able to make a contribution.
Ensure that a separate pro-forma is completed for each heading that is selected from the list.

Step 4: For each heading you have selected answer all questions shown on pages 2-3.

Step 5: Attach any relevant reports which you feel would be helpful.

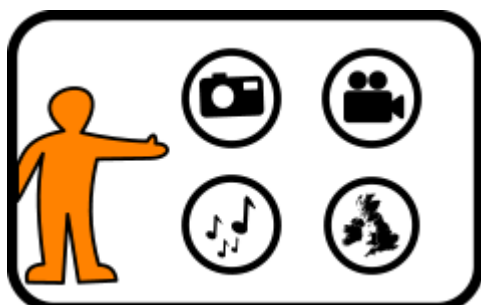
**Please ensure that you sign and date the front of the form and return this to
***, Business Support Administrator, by the date specified in the attached letter.**

What is a wiki website?



Wiki websites were developed by a charity called The Rix Centre. A wiki is your very own private website. Wiki means “quick” in the Hawaiian language.

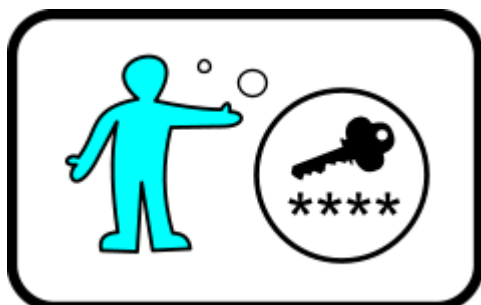
It is really quick and easy to make a wiki website. You won't need lots of special equipment or software. Just a computer or tablet with an internet connection. A digital camera and microphone are also useful to record pictures and videos to add to your wiki.



Each person in the pilot will have their own wiki.

You can tell your story by adding pictures, videos, maps, sound clips as well as text to your wiki.

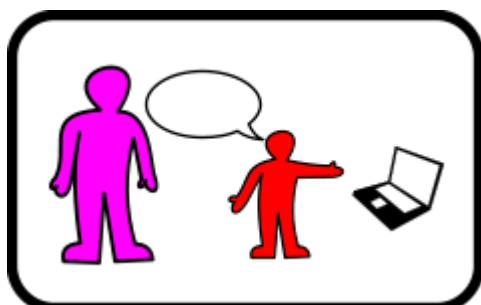
This makes your wiki really lively and interesting for other people to look at.



At first, you are the only person who can see your wiki. It is private and password protected.

Once you have created your wiki, you can invite other people who you know and trust to view your wiki.

People who help you eg. your Key Worker, will check that the right people can see your wiki.



A wiki could help people like teachers, social workers, nurses and doctors to learn more about you. This could help them to understand what you need to stay healthy and happy.

Update your wiki as often as you like.

Share your story with people you trust, using your wiki.



Application for a Klikin Wiki Website

Complete and return this application to express an interest in a
Wiki Website for yourself or your child.



Introduction

Thank you for expressing an interest in a wiki website. A wiki website may help to tell your story or your child's story in an engaging, digital format.

We want to evaluate how useful the wiki websites are to parents and children. To do this, we will be inviting a cross-section of parents and children to try out wiki websites within the limited pilot project.

Please complete the following application to help us get to know you better and establish whether a wiki website could be useful to you and your situation.

We will acknowledge your application by email and inform you of our decision within 30 days receipt of your application.

If your application is successful, we will use your feedback in order to evaluate how good wiki websites are at telling your / your child's story.

All questions are written from the perspective of the child or young person, we expect that parents/carers will complete the questionnaire on their behalf in most cases. You can add additional information in the **extra notes** sections to provide us with more relevant information.

Information about you

Parents/Carers name: (Provide this if your child is currently under 18 years old)	
Child's name:(Provide this if you a family member requesting a wiki website on behalf of a child)	
Contact phone number	
Contact email address	
Home address	

1. Which Nottinghamshire district do you currently live in?



Tick one

Ashfield District Council	Bassetlaw District Council	Broxtowe Borough Council	Gedling Borough Council
Mansfield District Council	Newark and Sherwood District Council	Rushcliffe Borough Council.	Other (please state below)

Extra notes:

2. Which resources do you have **regular** access to?



Tick all that apply

Home broadband	Home dial-up internet (slower than broadband)	A working Windows or Apple desktop computer or laptop less than 5 years old.	Microphone and web cam (integrated into your laptop OR as external devices to plug in to your PC)
iPad or other tablet with camera and integrated microphone less than 3 years old.	Library with wifi/internet access within 30 minutes walk OR 15 minutes car journey from your home.	Digital camera which can take video and still images. (You can also tick this box if you have a mobile phone which can record still and video images).	Other

Extra notes:

3. What is the age of the Child/Young person?



Write digits in the box below.

4. Have you moved to Nottinghamshire in the last 6 months from a different local authority/ council?



Tick one

Yes	No
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Extra notes:

5. Which of the following options describes the type of needs you have?



Tick all that apply

Health related needs	Learning/Educational related needs	Behavioural related needs	Other needs (please add extra notes)
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Extra notes:

6. Do you currently have a Statement or Education, Health Care plan?



Tick one

Yes	No	Not sure
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Extra notes:

7. Do you access any of these services or regularly work with these professionals?

We are asking this question, because we want to know about the other professionals who could work with you to help you with your wiki website.



Tick all that apply

Health Related Education Team	Youth centres and young people's workers eg. Connexions workers	School/Academy or College (special or mainstream)	External Education providers commissioned by the local authority to provide education
Cognition / Learning team	Specialist medical care / nursing / therapists	Charity workers / volunteers (please add extra notes in the space below)	The Learning Centres (Bassetlaw, Oakdale, Daybrook)
Social care	CAHMS (Child and Adolescent Mental Health Services)	Other professionals or organisations (please add extra notes)	

Extra notes:

8. Which option best describes your (the child or young person's) confidence using ICT such as websites and computers?



Tick one

Low confidence	Not that confident	Quite confident	Very confident
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Extra notes:

9. Which option best describes your parents/carers confidence using ICT such as websites and computers.



Tick one

Low confidence	Not that confident	Quite confident	Very confident
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Extra notes:

10. Please use this space to add any additional information you would like us to know about in relation to your application for a wiki website.

Please return the application form in the enclosed, pre-addressed envelope or post in your own envelope to:

Pathfinder Project Team (Room C.1 90)
SEND Policy and Provision
Nottinghamshire County Council
County Hall
West Bridgford
Nottingham
NG2 7QP

This matter is being dealt with by:

Name

T 0115 977

E @nottscc.gov.uk

W nottinghamshire.gov.uk



in partnership with



Dear Parent/Carer,

You may be aware that the Government is replacing a statement of Special Educational Needs (SEN) with an Education, Health and Care plan from September 2014. An Education, Health and Care plan will cover children and young people from birth to 25. It will extend the rights and protections for young people into further education and training.

Nottinghamshire pathfinder pilot

Nottinghamshire County Council and other local authorities are involved in a pathfinder project to provide feedback to the Government about this legislation. As part of this process, Nottinghamshire County Council are introducing a new pathway, to help families and young people identify and access support from September 2013.

Person centred approach

The pathway has been developed to keep the needs of the child or young person at the centre of the process. In other words, a person centred approach, where each family has the opportunity to tell their story, describing the challenges, hopes and dreams they have for their child, in the future.

All about me!

Some families may already be aware of the all about me document. This contains written notes and photographs telling the story of the young person and their family. Professionals reading this document will have a better understanding of the young person and their needs. This will enable them to identify the support that best suits their needs.

Wiki websites

Nowadays, many people have the confidence to use technology such as computers, digital cameras and the internet. We are offering a digital version of the All About Me document to those families who express an interest in trialling this new approach.

As part of a limited pilot project, we are encouraging families to apply for personal website (called a **wiki website**) to record their All About Me story in a digital format.

We enclose the **What is a Wiki?** leaflet to help you and your child find out more about wiki websites and how they could be used as an alternative or addition to the All About Me document.

Evaluation

Those families selected for the pilot will be expected to feedback to Nottinghamshire County Council on how easy the wiki website was to use and how effective it was at replacing or enhancing the All About Me document.

This will help to inform Nottinghamshire County Council whether wiki websites could be offered to everyone in Nottinghamshire who requests an Education, Health and Care plan.

What to do next?

If you decide to apply for a wiki website, please;

1. Read the **What is a wiki website?** leaflet.
2. Read the **Introducing your Wiki** leaflet.
3. Discuss the information you have read as a family.
4. Sign the **Klikin consent form** for a wiki website.
5. Complete and sign the **Introducing your wiki website** (young-person-friendly) agreement.
6. Complete the **Application form for a wiki website**.
7. Return all completed paperwork to your Family Support worker.

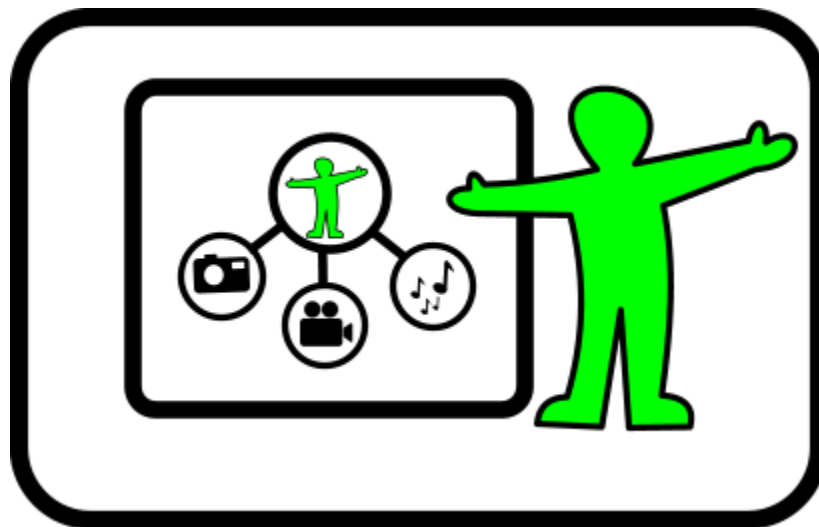
The outcome of your application will be communicated to you within 30 days of us receiving your form. If your application is successful, we will provide you with support and advice to access and develop your wiki website.

Yours faithfully,

XXXXXXX

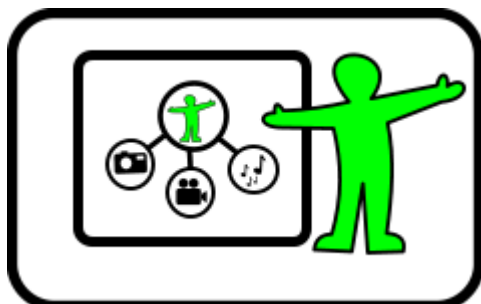
Introducing your Wiki

**This guide will help you to stay safe when using your
Klikin wiki website**



This easy access guide will help children and young people to use the Klikin wiki website thoughtfully. Parents, carers and children should read through this booklet together and think about how their wiki website could be used to tell their story.

Staying safe when using your Klikin wiki website



A Klikin wiki is like having your very own website.

You can add pictures, videos and sound clips to your wiki.

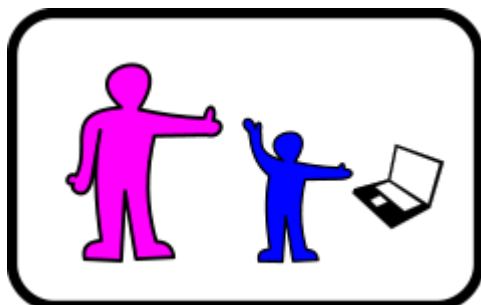
This can help people you trust, to get to know you better.



You can see your wiki on a computer, laptop, tablet (ipad) or even a phone.

You can easily add new things to your wiki.

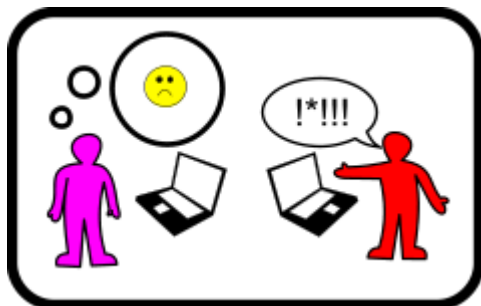
You need to have the internet to see and add things to your wiki.



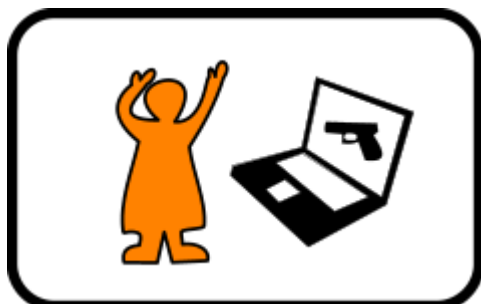
At first, you are the only person who can see your wiki.

You can share your wiki with people who you know and trust.

People who help you, will check that the right people can see your wiki.

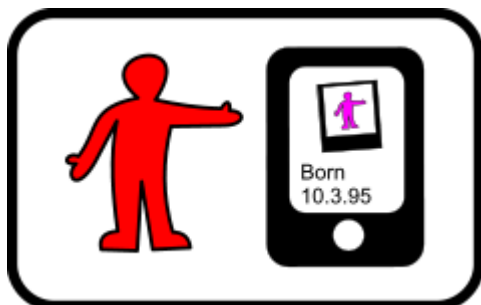


Don't put things on your wiki which will offend, embarrass or hurt others feelings.



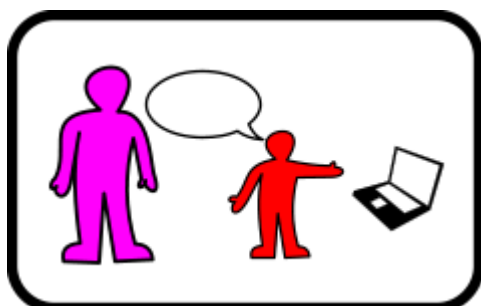
Add pictures, videos and words to your wiki which are nice for others to see.

Don't put anything on your wiki which you wouldn't want a Grandma to see!

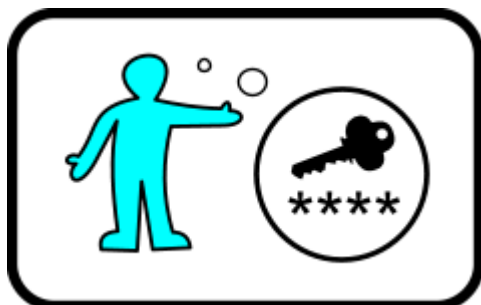


Ask an adult or carer if you want to put personal information on your wiki.

Personal information includes your name, address and the clubs or places you hang out.

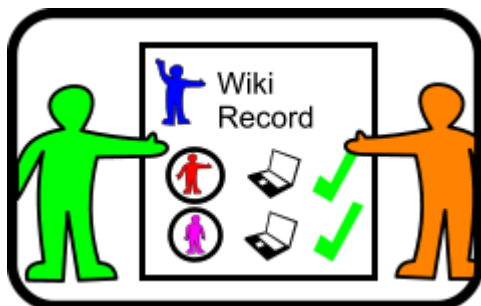


Tell an adult if you see or hear something which upsets you when looking at your wiki.



Keep your wiki password private.

Never tell anyone your password, even if they say they work for Nottinghamshire County Council or Klikin.



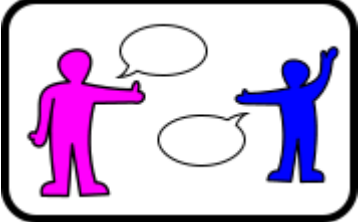
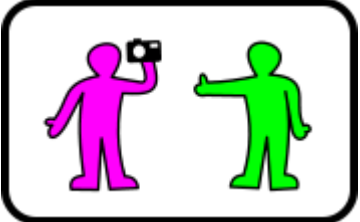
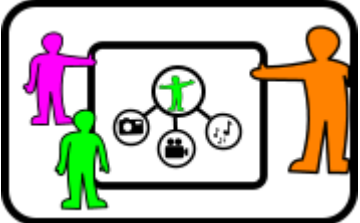


Nottinghamshire County Council will check your wiki from time to time to make sure you are using it safely.

You must make good choices when using your wiki to stay safe.

Klikin Pilot Consent Form

(signed copy to be given to client and another kept by Nottinghamshire County Council)

Your Name		yes 	no 
	<p>1. (staff name)..... has talked to me about taking part in the wiki website pilot.</p>		
	<p>2. I agree to be filmed/photographed during the wiki website pilot.</p>		
	<p>3. I agree for people who are from Nottinghamshire County Council to see my wiki website progress.</p>		

Client's SignatureDate.....

Support Staff

I have explained to the client the reasons for making a Klikin website using multimedia tools and that they will be able to use it for themselves and sharing with others. I have read the "Introducing your Wiki guide" and explained to the client the responsibilities, risks and implications of using a wiki website.

Support staff gaining consent.....
(name and designation)

Staff Signature..... Date.....



**Nottinghamshire
County Council**

