



SHEFFIELDSENDIAS

Sheffield Special Educational Needs & Disability Information Advice & Support

What is Impartial Information, Advice and Support?

The Children and Families Act 2014 says local authorities must provide information, advice and support about special educational needs (SEN), disability, health and social care for children, young people and parents.

This information is about the impartial information, advice and support required by the SEND (0-25) Code of Practice 2015 which is statutory guidance.

What does the SEND Code of Practice say?

The SEND Code of Practice says:

Local authorities must arrange for children with SEN or disabilities for whom they are responsible, and their parents, and young people with SEN or disabilities for whom they are responsible, to be provided with information and advice about matters relating to their SEN or disabilities, including matters relating to health and social care. This must include information, advice and support on the take-up and management of Personal Budgets. In addition, in carrying out their duties under Part 3 of the Children and Families Act 2014, local authorities must have regard to the importance of providing children and their parents and young people with the information and support necessary to participate in decisions. (Section 2:1)

This means that every local authority should provide a service that is free, easy to access, confidential and that can help children, parents and young people take part in decisions that affect their lives.

In Sheffield this service is provided by Sheffield SEN & Disability Information, Advice & Support (SSENDIAS)



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What do we mean when we say we are impartial?

The SEND Code of Practice says:

The information, advice and support should be impartial and provided at arm's length from the local authority and Clinical Commissioning Groups (Section 2:8)

This means that the information, advice and support that we offer is firmly based in the law and the SEND Code of Practice.

We provide unbiased information and advice about the local authority's policies and procedures and about the policy and practice in local schools and other settings.

We do not give priority to any impairment, disability or special educational need, nor do we campaign for any particular approach to education.

By being impartial we aim to help parents, children and young people have clear, accurate and relevant information that will help them take part in decisions about their lives. We do not give our opinion.

How do we know that we are impartial?

It is very easy to be biased. Everyone has opinions about most things! Sometimes people can be biased without even realising it.

That is why we really value your opinion about the information, advice and support we offer. We want you to tell us if you think we are not impartial. To help us check that we are impartial we routinely ask those who use our service to say whether they think we have been biased one way or another.

At SENDIAS we follow a national set of Minimum Standards for services providing impartial information, advice and support developed by the Information, Advice and Support Services Network. This helps us to monitor the effectiveness of the service we provide and ensure that it is 'at arm's length' from the local authority. By this we mean that we act, and are seen to act, separately and impartially, with no undue influence or control from either the Local Authority or the Integrated Care Board (formerly Clinical Commissioning Group) in our area.



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What information, advice and support do we offer?

We offer accurate, up to date and impartial resources and information about the law on special educational needs and disability.

These cover:

- Education, health and social care
- National and local policy
- The Local Offer
- Your rights and choices
- Disability specific information and advice
- Where you can find help and advice
- How you can access this support.

We provide information in many ways, including our Facebook page, SSENDIAS website, the Local Offer, newsletters, training events and outreach.

Sometimes information alone is not enough. You may want help to gather information, to make sense of it and to apply it to your own situation. We call this advice, and we offer this service by email, on the telephone, face to face and through work with groups or in training.

We can also offer more intensive support if you need it. This can include helping with letters, attending meetings with you or supporting you in discussions with the local authority, school or other setting.

When we are not able to help, we will do our best to tell you about, or put you in touch with, other groups or organisations that can help. We call this signposting.



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Is the service confidential?

YES!

We do not have any information about you or any member of your family unless it has come from you, or you have given us specific permission to have that information.

We will only have information that is relevant to helping you and we will only keep your information if it is needed to help you.

You have the right to see what information we have.

We will not share your information with anyone unless you tell us we can. The only exception to this would be because we have a specific concern about a child or young person's safety.

We will often work with parents and children or young people together. Sometimes we will work with them separately. When we do this the same confidentiality rules apply.

Where can I find out more?

You can read about impartial information, advice and support in the SEND Code of Practice Chapter 2. [SEND Code of Practice January 2015.pdf \(publishing.service.gov.uk\)](#)

The Local Offer includes details of Sheffield's arrangements for providing information, advice and support. [LocalOffer | Sheffield \(sheffielddirectory.org.uk\)](#)

Referrals

The service can only take referrals from parents/ carers, children and young people. This can be done through:

- Phone 0114 273 6009
- Email ssendias@sheffield.gov.uk
- Website [Sheffield SENDIAS - Special educational needs and disability advice and support](#)



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Sheffield Special Educational Needs & Disability Information Advice & Support

- FaceBook [Sheffield SEN & Disability Information, Advice & Support - Home | Facebook](#)
- Instagram [Sheffield SENDIAS \(@sheffield_ias\)/](#)
- Sheffield Local Offer [Request Special Educational Needs and Disabilities Advice and Support | Sheffield Directory](#)

SSENDIAS welcomes professionals recommending the service, but we will not take referrals from them unless the circumstances are exceptional.