

ANNEX A

Definitions of Children Reference Data Items

The following definitions are presented in **the order they appear on Form R1**. This form is available to be used to collect reference data in circumstances where bulkloading is not possible, for example, when new referrals are made during the census week.

Child CiN Code

Definition This is the unique alphanumeric identifier ascribed to each child served during the course of the census. It **must** be the same identifier used for other purposes, e.g. SSDA 903 returns. In the case of children supported in their own families or living independently (i.e. not looked after) the CiN number should be the number which has been or would be used for SSDA 903 returns if the child has been or becomes looked after.

First Name / Given Name(s)

Definition These should be the child's forename(s) or names that distinguish them within their family.

Family Name /Surname

Definition This will be the name (additional to the given name) by which the child is usually known or wishes to be known. It will be the name that you would use in the normal course of record keeping.

Context The three identifiers listed above are repeated in all the census forms. They make sure that all the information collected is bound together around the children and families served. They ensure that expenditures for each child from different parts of the service are collected together. By requiring first / given name, family / surname name, and CiN Code there is less chance that errors will be made or go unnoticed

Date of Birth

Definition Date of birth is recorded in the format dd/mm/yyyy, for example 13/11/1998. (Beware American programs which put the day second unless amended!). Please note that the year format on CiN differs from that on the 903 form where only 2 year digits are accepted.

Context Although date of birth will also help to identify children, its main purpose is to allow for analyses by age. We know the ages of children

looked after and on child protection registers but your authority may not know, for example, the age profile of children receiving family support or how needs vary with the age of children.

Upper age limits

Q What is the upper age limit for children to be included in the census?

A No upper age limit is needed. If you spend money out of your children's budget on an older young person then count it. This would include adults coming back to seek information about their past in care (need code N9). However, the system will reject dates of birth prior to 01/01/1970, so this date will have to be used as a "max" date of birth.

Lower age limits

Q There is a problem of recording unborn children ...they are in receipt of services but have no date of birth , leaving their record invalid. How do we record date of birth?

A We suggest that you enter the last date of your census week as the date of birth for unborn children.

Gender (male or female)

Definition: Self-explanatory

Context: We require data on gender because there is some evidence that some patterns of social need and disability are gender related.

Unborn Children

Q There is also a problem with recording unborn children...they are in receipt of services, but we do not know whether they are a boy or a girl. How do we record gender.

A We suggest gender is assigned alternatively male /female

Postcode

Definition This is the child's family residence – for Children Looked After this will be the postcode **before** the child became looked after. Postcodes are recorded in this collection just as on letters.

Context Knowing where children and families in need come from is a powerful tool for planning where service outlets are best situated or for identifying where special programmes of help should be concentrated. If a child, family or need can be associated with the postcode we open up a potential for very useful analysis. Enumeration districts or wards

can be identified, at least to a good approximation by clustering, which will permit comparisons with socio-demographic data. Postcodes are best located using standard Post Office Post Code Manuals, or website: www.royalmail.com/portal/rm/home

It may not be possible to assign a postcode in all cases. Some children may never have had a home (eg those abandoned at birth, refugees etc). But these cases should be the exception. It is advisable to allocate a postcode wherever possible.

For the 2005 census, there is a change in how the CIN database returns postcodes to DfES. In all previous surveys, even if a full postcode was entered into an authority's CIN database, the extraction programme only returned the first part of the postcode. For 2005, following the implementation of the Children Bill, the extraction programme will return full postcodes to DfES. No action is needed from Local Authorities; the amendment has been made in the CIN system to allow this.

“Need” code (Primary)

Definition This code describes the main circumstances of the child or family which give rise to the need for services. This code is mandatory and must be supplied for **all** children. For Children Looked After, the need codes are the same for the SSDA 903 and the CiN system.
For detailed definitions of each need code category see Annex C.

Context We know that the needs of children and families served by social services departments are very complex and defy easy categorisation. Compromise between precision and simplicity of categories has to be made to achieve a sufficiently small number of categories to make analysis at a national level a feasible proposition. Too many categories would completely bog down analysis in a collection as complex as this.

Each need category is defined in *Annex C*. A decision must be made for each child in the census as to which “need” category best describes why the child requires social care services. Only one category can be chosen. This is the crucial discipline that makes this collection possible at a national level. In order to assist consistency a simple “flow chart” is added at the end of the definitions. Whenever there is any doubt about a need category consider each definition in the order given in the flow chart.

Unborn children

Q Our social work team provides a lot of support to parents of unborn children. How should this activity be categorised?

- A** The CiN categories are really about pressure to spend. There must be a reason why work with the parents of unborn children is considered necessary. The most likely cases we can think of are “abuse or neglect” and “disability”. You will need to make a judgement on that basis.

“Need” Code (Secondary)

- Definition** The secondary “need” code can be defined at the discretion of each user authority. The system treats the secondary “need” code as a sub-category of the primary “need” codes but authorities can ignore this functionality if they so wish.
- Context** Individual local authorities may wish to explore the need for services in more detail at the local level. To facilitate this the system has a secondary need code which local authorities can use at their discretion. The meaning of the codes for this field may depend upon the primary need code and they therefore represent sub-categories. For example, local authorities may wish to break down the “parental illness” category in order to distinguish between children in need because they are living with a disabled parent and children living with alcoholic parents etc.

Ethnicity

- Definition** The ethnicity of the child according to which of sixteen categories the child or family consider best describes this. This code is mandatory and must be supplied for **all** children. See *Annex B*.
- Context** This collection enables us to see how children and families from different ethnic backgrounds are engaged with children’s social services both nationally and in each authority. It will be possible to see how the ethnic identity of service users compares with the known populations within a given area. This may have implications for how services are publicised and delivered.

A PAF Performance Indicator requires that we measure the proportion of children in need from ethnic minorities receiving services compared with the proportion of children in the local population that are from ethnic minorities. This Indicator is reliant on this collection for its data.

The ethnic codes use sixteen categories that are consistent with those being used in the 2001 Population Census. These are listed in *Annex B*. An additional code for “not stated” is to be used when it has not been possible to establish the ethnic identity of the child because the case is in its very early stages. No distinction is made between “not known” and “refused”.

Ethnicity must be recorded

Given the importance that we all attach to the collection of comprehensive information on ethnicity, it is important that the “not stated” category should be kept to the minimum. Last year 1% of CLA had an ethnic category of “not stated”. Authorities should know the ethnic identity of all children looked after. We should be able to reduce this figure to zero.

In the first CiN census a number of agencies refused to provide data on ethnicity due to perceived restrictions set by the Data Protection Act. This is a misunderstanding. The DPA actively encourages the collation of ethnic data for management and administrative purposes as here. This point has been raised in connection with NHS returns and is covered in a Change Notice DSCN 21/2000 at <http://www.nhsia.nhs.uk/dscn/pages/dscn2000.asp?om=m1>. Training material is available from DH for ethnicity in NHS and PSS contexts, which can be found at http://www.dh.gov.uk/PublicationsAndStatistics/Statistics/StatisticalCollection/StatisticalCollectionArticle/fs/en?CONTENT_ID=4049499&chk=vi2KKe

Ethnicity (LA Item)

Definition Only one set of ethnic categories has been made available for CiN. If you need a secondary ethnicity field to allow you to collect more detailed information related to ethnicity, you will need to use one of the LA items at your discretion. You are free to use whatever categories you like here **provided that** they do not cut across the main ones.

Context. For many local authorities the sixteen categories for the national collection will not provide the detail needed locally. There may be good reason to estimate the extent to which users come from actual countries such as Somalia or Bangladesh. Local authorities will be able to customise this second ethnicity field for their own purposes.

Authorities who need to use a secondary ethnicity code may wish to be aware that ONS has provided a list of more detailed ethnic codes to be used to classify what are called “write-in” entries in the 2001 census. These are examples where individuals write their ethnicity in a text box, but do not tick the “relevant” box. This more detailed listing can be found in the ONS guidance on how to collect and classify data on ethnicity. This guidance is available through the following link: http://www.statistics.gov.uk/about/ethnic_group_statistics/.

Religion

Definition In the 2001 census, people were asked to classify themselves by religion in one of eight categories, as shown in the listing in *Annex B*. Seven of the categories are specific, the eighth is intended for use when the first seven do not apply. The completion of the religion field is required but a ‘not stated’ category is given.

Context As part of the drive to provide services that are sensitive to ethnic and cultural diversity, we have been urged to include more detailed information in the census. We have been asked to consider nationality and language but feel that this would be too complex to include in this collection at a national level. However, the system can be adapted to use LA items to collect this sort of information at a local level if that is desired.

We have been advised that religion is a significant factor in trying to make services accessible to the whole community. We have therefore added this to the information that can be collected in this census.

Asylum-Seeking Children and Families

Definition Children who are unaccompanied minors, or members of families which are recognised as having asylum seeking status.

Context We under-estimated the significance of these cases when designing the 2000 CiN census. We know from the 2001 and 2003 censuses that the numbers of asylum seekers are significant. In the 2005 CiN census, as in the 2001 and 2003 censuses, all asylum seeking children and families that are receiving services through the auspices of social services should be included and these cases should be identified by means of this field on the reference data.

In every other respect the census should be applied in exactly the same way as for any other children and families. If the main reason for involvement is low income arising out of their asylum-seeking circumstances then that need code should be used. If children are unaccompanied and need to be looked after simply because they have no parents here the “absent parenting” is likely to apply. If however a child has been abused and is looked after as a protective measure then “abuse or neglect” will apply. If an asylum-seeking child is looked after then the reference data must show this. Similarly if the child is disabled or on the child protection register, their asylum seeking status makes no difference to what is recorded. Ethnicity and religion are treated as with any other child.

Looked-After Children

- Definition** The definition of Children Looked After to be used is that used for the SSDA 903 collection. You should identify on the reference data that a child is “looked after” if he or she was looked after by the authority on **any day** during the census week
- Context** We have a lot of information about children looked after through the SSDA 903 return. A key reason for distinguishing looked after children is to identify children supported in their families or independently about which we knew almost nothing until CiN 2000.

Include short breaks

In the CiN 2000 collection we failed to distinguish children who were looked after because they were receiving a planned series of short term placements, or “respite care”. This omission has now been remedied. See “Children looked after in Respite Care alone”, the next item below.

Children looked after in short term breaks alone

- Definition** There are significant numbers of children who are Looked After by virtue of their receiving a planned series of short term breaks (by which we mean resident with their family but with an arrangement whereby the child is occasionally accommodated elsewhere). Various different terms may be in use locally to refer to this group of children, including ‘short breaks’, ‘family link placements’, or ‘shared care’. In the 2000 Children in Need census some authorities counted such children as being looked after, but others did not.

In order to achieve consistency of reporting, we now ask you to include **all** children receiving a planned series of short term breaks as being Looked After. The relevant box on the child reference data screen can only be ticked if the looked after box is also ticked.

You may also have instances of children who are already looked after under care orders or accommodated with a foster carer, who then receive a pattern of breaks with an alternative carer. Such children are not subject to short term breaks in the sense outlined above (as they are being looked after continuously, albeit by more than one carer) and therefore the respite care box should **not** be ticked in such cases - the children are recorded as Children Looked After.

Please refer to the SSDA 903 guidance notes on legal status code V1, and the SSDA 903 Frequently Asked Questions (FAQs) for further

explanation of short term breaks for statistical purposes. Also see the sections on "Care of a child regularly shared between two settings" and "Temporary absences from permanent placement". SSDA 903 Notes of Guidance and the FAQs can be accessed on the internet at: <http://www.dfes.gov.uk/childrenandfamilies/socialservicestatistics/>.

Context We need to be able to clearly distinguish planned short term break placements in order to interpret the data to its fullest extent.

Children on Child Protection Register

Definition This census code denotes whether or not the child's name is on the child protection register at any time during the course of the census week.

The census form requires simply that a "tick" is inserted if the child's name is on the child protection register at any time during the census week. (i.e. if a child's name is removed or added to the register during the course of the census week the box should be ticked).

Context One aim of developing national statistical collections is to make it possible to link data from different sources. This means using common fields in several collections. In this case recording children who are on the child protection register will enable a link to be made between the CiN census and the CPR statistical returns. It is hoped that these linkages may explain the great variation in rates of child protection registrations. This in turn will help local authorities address their policies, procedures and practices.

It will also shed light on the extent to which we are succeeding in meeting children's needs other than by recourse to child protection procedures. Analysis of the earlier census suggests that children are supported in their families or independently for reasons other than child protection to a much greater extent than is popularly imagined - that is over 70% of cases.

Cared for by a relative who is a non-approved foster carer

Definition This census code denotes whether or not the child is living with a relative who is a non-approved foster carer. This census code only applies to those children who are non-looked after, and the definition of a relative is that given in section 105(1) of the 1989 Children Act:

"relative", in relation to a child, means a grandparent, brother, sister, uncle or aunt (whether of the full blood or half blood or by affinity) or step-parent'

- Children who are living with either or both of their birth or adoptive parents would not be captured under this definition, even if they are also living with another relative.

Context Family and friends are playing an increasingly important role in providing placements for children. We currently only collect information on those friends and family carers who are also approved foster carers (at March 2003, around 7,500 placements out of a total of 41,100 foster placements were with a relative or friend). Beyond this the best estimate from the Family Rights Group is that the total number of children under 18 living with a grandparent, other relative or friend is between 200,000 and 300,000.

Without a clear idea of the numbers of friends and families arrangements in place, and currently supported at the moment, we cannot understand the potential impact of changes in support for this group. The disparity between the kinds of support friends and family carers receive in comparison to foster carers has been highlighted by the Mumby judgement on fostering allowance rates, and the development of Special Guardianship Orders. This information is therefore critical to policy development work on Friends and Family Care.

Post-Care Support

Definition The provision of service, whether through the work of social service staff, financial assistance or both to children or young adults who were looked after but have moved on to situations that require ongoing support.

Post-Care Support is represented on the child reference data screen by three alternative tick boxes:

- Children/families receiving support following adoption
- Children living with families which have a residence order for the child(ren) in question
- Children receiving support under section 24 of the Children Act 1989 or the Children (Leaving Care) Act) 2000.

Context This is an expanding area of service and LAs will want to keep some account of the proportion of activity and spend involved.

Leaving Care and Post Care Support: Section 24 and Children (Leaving Care) Act 2000

For the purposes of the Children in Need collection, Looked After is treated as mutually exclusive from Post Adoption Support, Residence Order and leaving care support provided under Section 24 of the Children Act 1989 or the Children (Leaving Care) Act 2000.. Only use Section 24 and the “Leaving Care” Act in cases where work is being done for young people who have ceased being looked after under Section 20 or a care order has expired or been discharged.

Disability

Definition In this census we are tackling disability in a number of ways:

1. As a “need” code

For use when the child’s disability is **the main reason** why the child or family needs services.

2. As a status which answers the question – ‘is this child disabled?’

The definition here is whether the local authority regards this child as disabled as defined under section 17 of the Children Act 1989. See below.

3. As a set of ten disabilities

These together describe the totality of children’s difficulties which make up their disability - an expansion of their disabled status. The definition is based on whether the child has any disability in any of ten aspects of personal functioning. See below.

Context Nationally our information about children with disabilities derives from surveys conducted in the mid 1980s. There is an urgent need for updating. The difficulty is how to classify disability in a way that is appropriate to social care services, is meaningful to other service providers in health and education and deals with the reality that most disabled children likely to need social care have multiple disabilities. A single category to describe each child would result in an impossibly large number of categories to choose from.

The approach being taken in this collection is to ask with respect to each child: **Is this child disabled?**

This question is an absolute one. It asks whether the child is disabled whether or not the disability gives rise to the need for Social Services

intervention. It is crucial that this question is addressed for each child if we are to get an accurate measure of the disabled children you serve. If the field is ignored the database will assume the child is **not** disabled.

If the answer to this question is **no**, do not tick the ‘disability’ box.

If **yes**, tick the ‘disability’ box.

We are urging all authorities to complete the following section for each child. *Authorities must decide whether or not they can do this for all disabled children. If not, it is better not to complete this section of the census for any disabled children because it will distort the sample in a way that we cannot control for.*

If you intend to collect this information identify whether the child has a disability in any of these areas:

- 1 Mobility i.e. getting about the house and beyond
- 2 Hand function i.e. holding and touching
- 3 Personal care, i.e. washing, going to the toilet, dressing etc
- 4 Incontinence i.e. controlling the passage of urine or faeces
- 5 Communication i.e. speaking and/or understanding others
- 6 Learning i.e. having special educational needs, etc
- 7 Hearing
- 8 Vision, i.e. seeing
- 9 Behaviour i.e. having a condition which results in their sometimes behaving in socially unacceptable ways
- 10 Consciousness, i.e. fits

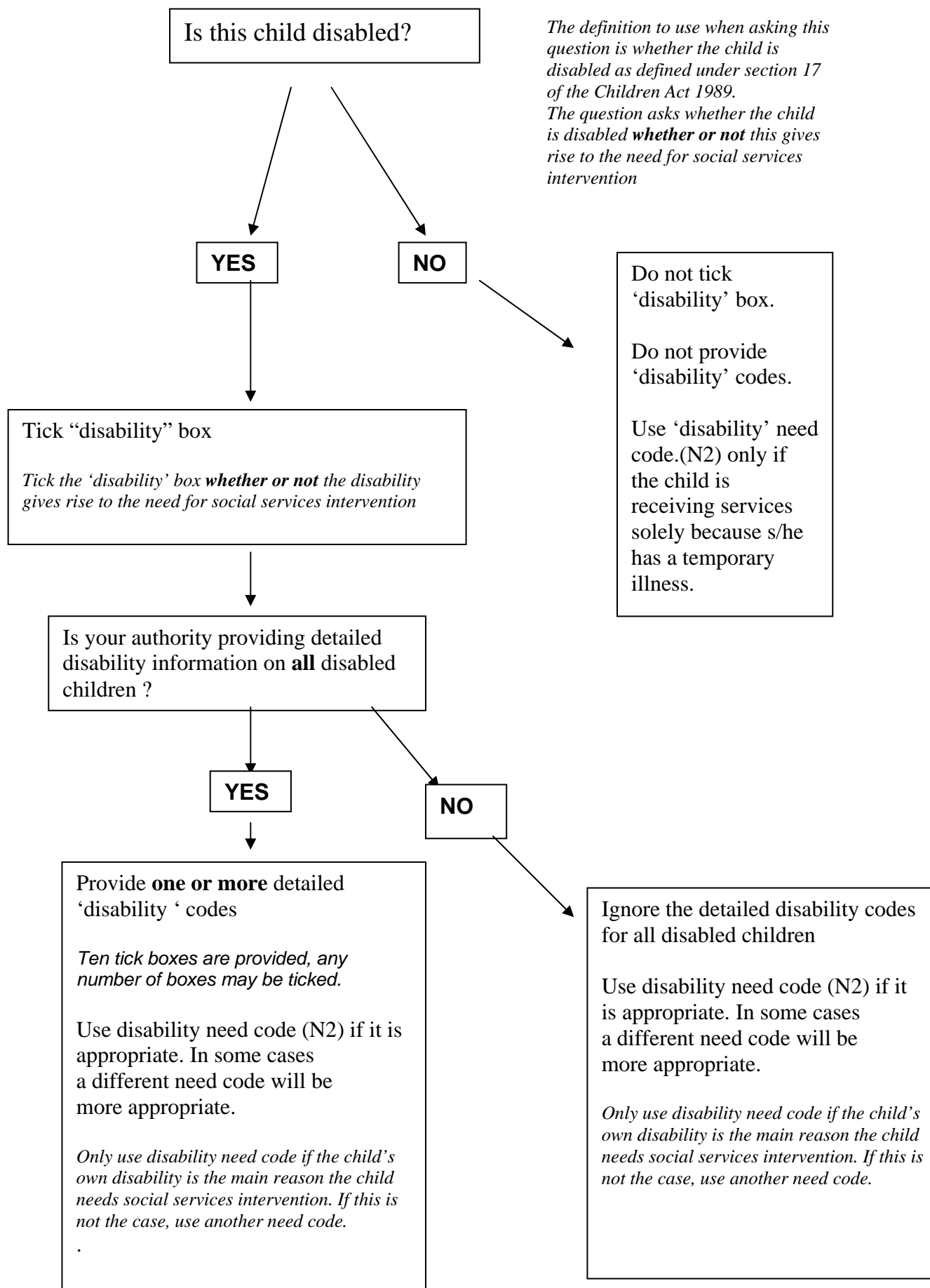
These are presented as ten tick boxes and any number of boxes may be ticked. These categories of disability are based, in a much-simplified way, on the International Classification of Functioning and Disability published by the World Health Organisation¹. This will allow us to collect information that reflects the real complexity of children’s disabilities. A tick in any one box will signify that the child is disabled irrespective of the main need for services.

¹ ICIDH-2: International Classification of Functioning and Disability. Beta-2 draft, Full Version. Geneva, World Health Organisation, 1999

This set of categories does not include poor physical health. The presence of a limiting health condition such as asthma or diabetes does not, in itself, describe how the child is limited and, hence, in need of social care. A medical diagnosis is not in itself a disability. If a child has a medical condition that results in a disability, then the way the child is disabled by the condition should be described using any of the above ten categories. If a child has a medical condition, and is regarded as disabled, but is not disabled in any of the areas described then none of the categories should be "ticked".

Disability is also one of the need categories. Why then is it necessary to collect this additional data? The need categories capture the main reason why a child needs services. Disabled children may have a pressing need for services for reasons other than their disability, for example they may have been abused or have offended. The other reason is that the need category lumps together many different sorts of disability and cannot give any detail of how the child is disabled.

To help in the understanding of this part of the guidance dealing with disability we have devised the following flow chart.



Detailed information on disability

In the first census we asked for volunteer authorities to provide data on the tenfold taxonomy of disabilities for each disabled child they served. We were gratified that seventeen authorities responded and from this we produced a sample of over 4000 disabled children. This has been analysed and is the basis for the commentary in the relevant chapter of the Children Act Report 2000. We have needed to interpret the findings cautiously because the volunteer authorities did not make up a wholly representative sample. Our ability to write this commentary justifies the collection of this detailed information.

Although we recognise that it will be difficult for many authorities to provide this information depending as it does on information systems and records or staff with this level of knowledge about individual children, we believe we owe it to our children to persist with seeking this information. We are not seeking volunteer authorities for the 2005 census. We are instead urging all authorities to make this return.

The information from the Children in Need census using the categories 1-10 will enable authorities to identify their multiply disabled children. In any case, we believe that authorities may not be happy with the level of knowledge they have on the patterns of disability they are responding to, but each authority will need to decide early on whether or not they will collect this disability data.

Is the Child Autistic?

- | | |
|------------|---|
| Definition | This is an absolute question – that is, you should include here any child known to Social Services as having been diagnosed autistic by a qualified medical practitioner . “Autism” ranges from “classical autism”, a developmental condition thought to affect about 4 people per 10,000 of population, to “autistic spectrum disorders” which covers a much wider range, who might number as many as about 90 per 10,000 of population (whether these figures are robust is not clear). Children who have been diagnosed as having Aspergers Syndrome should be included in this count. |
| Context | There is considerable public interest in identifying this small but important group of children and the Children in Need census offers one of the few ways of investigating the demands which such children make on Social Services. Autism is the only “diagnostic” category on the form. Our purpose is to use the census to get a measure of the extent autistic disorders feature among children receiving social services. This count is intended to meet a current policy concern. We accept that the figures provided in this way will not add up to a measure of prevalence but they will help us understand the level of demand upon SSDs arising out of the needs of autistic children. |

Team or Centre responsible for the child

Definition The team to which the key worker/case holder for the child belongs; or the centre which the child attends.

Context This is to allow analysis of the data by centre/team at an LA level.

Key Worker/Case Holder

Definition The member of staff/field worker who has designated responsibility for the child's case.

Context This is to allow analysis of the data worker by worker at the LA level.

Date started

Definition This is the date the case became current, in the format dd/mm/yyyy. The term 'current' is discussed at length in chapter 2. For Children Looked After, this may be an earlier date than the date they started to be Looked After.

Context This is to enable us to distinguish between activity which is referral, initial or ongoing. This allows us to get a measure of the volume of work and expenditure directed at different stages of casework. These timings relate to those on the Framework for the Assessment of Children in Need and their Families. This information may help LAs decide upon their resource strategy for dealing with the flow of incoming work.