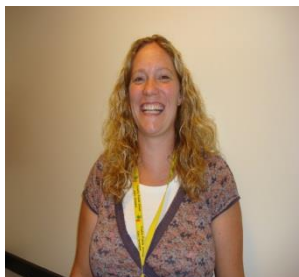


Caerphilly Autistic Spectrum Service

# CASS Referral Guidance

**2021-2022**

## The CASS team



### **Michelle Meredith**

**Assistant Head Teacher Trinity Fields School and Resource Centre in charge of CASS**

Michelle joined Trinity Fields School and the CASS team in January 2013. Previously, Michelle was the Head of the Caerphilly Specialist Resource Base for Autistic pupils aged 11-16 where she worked for 9 years. She was integral in developing the Resource Base into a highly specialist and successful placement for pupils with a diagnosis of ASD.

Michelle trained as a primary school teacher and specialised in working with Autistic children and young people. She has worked in a range of educational settings with young people aged 3-19.

Michelle is the primary point of contact for the CASS service.



### **Caroline Clayton- Communication support**

Caroline is the support assistant for alternative and augmentative communication and has worked in CASS since the service began. Previous to joining the CASS team Caroline was the specialist support assistant for Speech and Language in Trinity Fields School and Resource Centre.



### **Melissa Taylor- Home/School support**

Melissa has worked for CASS since November 2020 as a home and school support worker. Prior to joining CASS Melissa worked at Trinity Fields school for two years as a teaching assistant. Melissa has many years of experience working within mainstream schools supporting Autistic children and led a project across primary and secondary schools working with vulnerable children. Melissa has previous experience of working with and supporting families as she previously organised a monthly playgroup for children with a range of additional learning needs.



### **Cerys Jenkins- School support**

Cerys has worked with CASS as an outreach teaching assistant since the service started. Cerys is highly experienced in working with young people of all ages with Autism.



### **Alison Evans – Home Support**

Alison has worked for CASS as a home/school support worker for the last 5 years. Alison previously worked with an outreach service for children with additional needs including children with Autism.

**All staff can be contacted at the following address:**

Trinity Fields School and Resource Centre  
Caerphilly Road  
Ystrad Mynach  
Hengoed  
CF82 7XW  
01443 866000  
[cass@hwbcymru.net](mailto:cass@hwbcymru.net)

## **Summary of Privacy Notice: How we will use your information**

The Caerphilly Autism Spectrum Service (CASS) will process referrals for support/advice either through training, home support, school support or communication support. We will collate the information relevant to your request, your identity and contact details for the purposes of providing you with a response and correspondence.

Involvement from CASS will involve collating/sharing information with other services areas within Caerphilly Country Borough Council and other organisations such as relevant schools/educational establishments, Health Boards, Careers Wales, Welsh Government, Special Educational Needs Tribunal Wales, SNAP Cymru and other Local Authorities. Your information will be kept for 35 years.

You have a number of rights in relation to your information including the right of access to information we hold about you and the right of complaint if you are unhappy with the way that we have handled your request or your information.

For further information on how we process your information and your rights find a copy of the full Privacy Notice on the CASS page of the Trinity Fields School and Resource Centre Website.

## **CASS- About Us**

The Caerphilly Autistic Spectrum Service (CASS) is based at Trinity Fields School and Resource Base. This team has been developed to support Autistic children, young people (CYP) and their families. Additionally, the service also provides support for staff and other professionals working with Autistic children and young people (CYP) up to the age of 18 years.

Support is directed towards:

- Parents and/or carers
- Children & young people with a diagnosis of ASD
- Family members
- ALNCO's
- Teachers
- Learning Support staff & other professionals working with CYP

The service is tailored to facilitate a multi-agency approach in addressing the individual needs of the CYP. CASS works with other agencies & professionals including:

- Educational Psychologists
- Social Services
- Child and Adolescent Mental Health Team (CAMHs)
- Primary Mental Health Care team
- Pediatricians and all other Neurodevelopmental services.
- Speech and Language Therapy (SALT)
- The National Autistic Society (NAS)
- The Caerphilly NAS Branch parent group
- Occupational Therapists
- Any other agencies where appropriate

## **Range of CASS Support**

Young people aged 2-18 and their families can be referred to CASS for the following support and services:

### **CASS Support**

CYP can be referred to CASS for the following reasons:

- Accessing education
- Supporting communication needs
- Behaviour's that challenge
- Strategies to support anxiety (mild/moderate)
- Developing social skills
- Toileting and sleep (when the issues are directly linked to the CYP's diagnosis of ASD)
- Transition support (see transition to see if CYP meets criteria)
- Developing appropriate routines and implementation of supporting resources (such a developing visual structure)
- Deliver of appropriate training

### **CASS does not provide support for the following:**

- **Emergency intervention either for the young person or the family**
- **Referrals for young people highlighting significant concerns around suicidal thoughts and/or self-harm or depression.**
- **Respite care**
- **Decisions around school placement and/or the allocation of additional support hours**

**School Support** - The young people must have a diagnosis of ASD to be eligible for school intervention. Support is available from CASS to empower schools in meeting the needs of Autistic young people. This support may include modelling good practice, advice, preparing or loaning of resources and staff training.

**Home Support** - The young people must have a diagnosis of ASD to be eligible for home support. Additionally, difficulties at home must be impacting on education or the young person's ability to access education to meet criteria for support. Support can include working with young people, advice and sharing of resources or referral to other appropriate services. **CASS does not offer any type of respite care.**

**Communication Support** – Often working closely alongside SALT, our communication support worker can implement PECs and other effective strategies that promote communication such as intensive interaction both at home and at school.

### **All types of CASS support can include:**

- Face to face discussions on a regular basis (regularity dependent upon the level of need)
- Observations of the CYP in various settings
- Advice for parents and/or professionals.
- Target setting with regular reviews and updating of the targets
- Modelling communication approaches and positive interactions
- Support with development of resources for the CYP/ staff/ the home and school environment
- Telephone and email support for staff and families
- Liaison with a range of professionals
- INSET training for staff within the setting/children in the setting/peers of child with a diagnosis of ASD.
- Literature concerning Autism upon request
- Attending annual reviews and multi-disciplinary meetings where appropriate.

### **Transition**

CASS is unable to arrange bespoke transition for every child transitioning from one educational environment to another but will provide the following support for schools and CYP.

- Transition advice for school staff if required/requested.
- Access to the CASS Transition Google Classroom for pupils transitioning from Primary to secondary school.

If the school determines that CASS should be involved in the transition planning for an individual then a referral should be made into CASS following the timeline below to ensure involvement.

#### **Children transitioning from Primary to Secondary School**

- Transition needs are highlighted to the Educational Psychologist either during or as a result of the year 5 annual reviews or school planning meetings
- Referral made to CASS no later than October half term of Year 6.

#### **Children transitioning in Early Years, College or any other setting**

- Referral made as soon as possible or once placement is decided

Although CASS endeavors to support every young person referred to us we cannot commit to supporting transition planning when the referral has been received late in the process. However, advice is always available.

## Training

Families can be referred to CASS for the following training courses:

**NAS Early Bird-** 10 weeks of training for Families with a child who has received a diagnosis of ASD aged 0-3 years. **Currently due to Covid-19 restrictions this course is delivered virtually over a 6 week programme.**

**NAS Early Bird Plus** - 10 weeks of training for Families with a child who has received a diagnosis of ASD aged 4-8 years. If the child is in school a member of school staff can also attend the training with parents. **Due to Covid-19 restrictions this course is currently delivered virtually over a 6 week programme.**

**Incredible Years (Autism Spectrum and Language Delays Parent program)** – The incredible Years ASD programme is aimed at supporting families of children aged 3-6 who have a diagnosis of ASD. This 12 session program is offered to parents in order to promote children’s emotional regulation, social competence, language skills, school readiness, and relationships with others. **This course is currently unavailable due to COVID-19 restrictions**

**Cygnnet Training** – A 6 week parenting programme for families with older children aged 7-18 years. The aim of the course is to increase parent understanding of ASD and guide parents through practical strategies they can use with their child. **Due to Covid-19 restrictions this course is available online only with access to virtual CASS support.**

**Family Seminar Courses-** One off four-hour sessions for families on the following:

- Understanding ASD
- Managing Anger
- Sensory Needs

**Understanding Me** - This workshop has been developed by the CASS team to help young people understand their diagnosis. It can be delivered in groups within the young person’s secondary setting or individually as appropriate. **Due to COVID-19 restrictions this course is available virtually where appropriate, or in school for groups who are part of the same contact bubble. Please contact the CASS team for more information.**

## Training for school and other professionals

CASS can currently offer the following training packages as part of whole school/setting training or for smaller groups of professionals. Training is not only available to schools but to any setting/professionals working with CYP with a confirmed diagnosis of ASD.

**In addition to the training listed below we can also devise bespoke training to meet the needs of your individual setting or staff.** Some of the training packages available include:

- An introduction to Autism
- Strategies and developing visual structure
- Managing Anger/challenging Behaviour
- Sensory Needs
- Managing ASD in the mainstream classroom

- Meeting the needs of young people with High Functioning ASD & Asperger Syndrome
- Managing Anxiety
- Writing Social Stories

These courses can be combined in any way.

Course Prices have been kept to a minimum and are in place to cover costs.

## Training Costs for Professionals

Whole Day Training (over 15 staff) - **£150.00**

Whole Day Training (under 15 staff) - **£120.00**

Half Day Training (over 15 staff) - **£100.00**

Half Day Training (under 15 staff) - **£80.00**

Twilight session 1 Hour - **£75.00**

Twilight session 2 Hours (can be booked over more than one date) - **£120.00**

## For further details or to book training please contact:

Michelle Meredith, Assistant Head Teacher, Trinity Fields School & Resource Centre, Caerphilly Road, Ystrad Mynach, Hengoed, CF82 7XW, 01443 866000 [cass@hwbcymru.net](mailto:cass@hwbcymru.net)

## CASS Referral- Who do we work with?

### Residency

To receive CASS Home support the CYP must be a resident of Caerphilly County Borough Council (CCBC). CASS will provide school support for CYP educated in a CCBC school but living outside the authority.

### Diagnosis

All CYP accessing the service are recognised and known to the borough to have a medical diagnosis of an Autism Spectrum Disorder (ASD). This includes Autism, High functioning Autism and Asperger Syndrome. This does not include a diagnosis of Semantic/Pragmatic Disorder.

### **CASS can only provide support to families who have a CYP with a confirmed diagnosis of ASD or Asperger Syndrome**

### Referrals

CASS referrals are to be made on a **CASS referral form** and can be submitted via email to [CASS@hwbcymru.net](mailto:CASS@hwbcymru.net)

Alternatively referrals can be posted to CASS at Trinity Fields School and Resource Centre, Ystrad Mynach, Caerphilly CF82 7XW

**When a referral is being made for CASS for School Support please ensure that it is part of a graduated response and that this response is evidenced on the referral form. Where schools have not evidenced a graduated response referrals will not be accepted for School Support.**



Please be specific about the type of support is required (you can ask for more than one), and be clear about the desired outcomes.

CASS will confirm receipt of referral within one month of the referral being made. Parents will also be informed and asked to sign consent to allow CASS to work with the CYP and share information with appropriate agencies.

Parents or carers will be informed of progress and current targets via initial paperwork/exit forms, discussions by phone or e-mail and/or home visits (including virtual). Parents also have the option to contact the service at any point.

## **Discharge Criteria**

- The CYP has achieved the initial targets set.
- The planned piece of intervention or advice has been delivered. The CYP can be referred again to CASS in the future if necessary.
- The CYP needs to be referred to another service.
- The school or parents feel support is no longer required and request to be discharged from the CASS service.
- The CYP, family or school refuses to engage with the service.
- The CYP is no longer a resident in Caerphilly County Borough Council.
- The CYP does not meet CASS criteria for intervention.

When the young person is discharged from the service a copy Exit form will be sent to the:

- Referrer
- Parents
- School (for school & communication support)
- Any other relevant professional

## **Working Arrangements**

- 1) CASS will process the referral and place the CYP in the appropriate support category (based on the support requested on the referral form). Families will be invited to attend training where requested.
- 2) Upon receipt of the completed referral form, the team will respond and confirm it is an appropriate referral with the referring professional.

Once there is available capacity a member of the CASS team will arrange an initial assessment with the parent/carer and/or education setting.

- CASS will set targets for the CYP.
- CASS will outline planned intervention.
- CASS will share the targets and planned intervention with the school, parents/carers and CYP (where appropriate).
- CASS intervention will take place over a specified time period and reviewed at the end of this period. Intervention can be extended and targets amended where deemed appropriate.
- Once CASS intervention is complete, targets will be reviewed and the CYP will be exited from the service.
- CASS will support the school or parent in making a referral to another service when appropriate.

**The CYP will need to be re-referred to CASS to receive a further period of support and involvement.**

## **Guidance Review**

This guidance will be reviewed annually. It may also be necessary to review and amend it sooner to reflect both local and national updates.