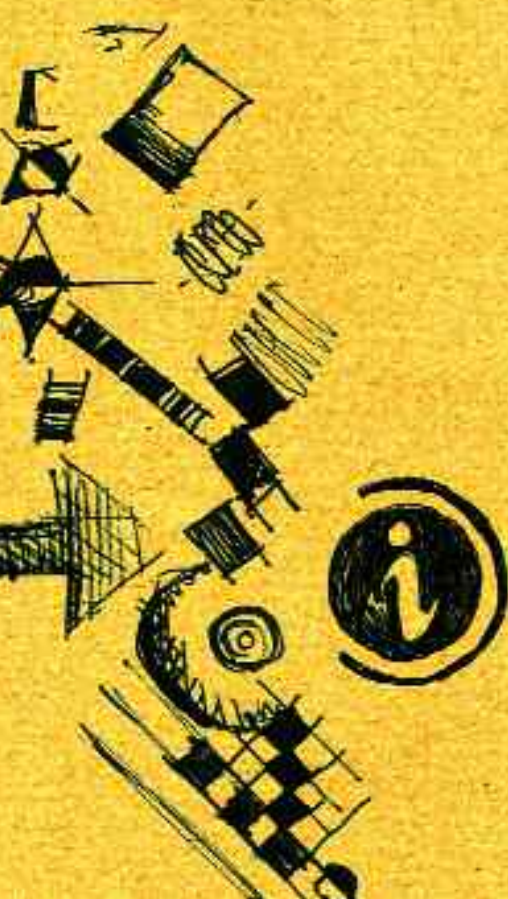


**A GUIDE FOR PARENTS**

**additional**  
support ~~needs~~  
**tribunals**  
**for scotland**



Additional Support Needs  
Tribunals for Scotland

**additional**

support needs

**tribunals**

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**scotland**

**A GUIDE FOR PARENTS**



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## **INTRODUCTION**

A new Act<sup>1</sup>, passed by the Scottish Parliament has changed the law in Scotland about children who need extra help at school to get the best out of their education. On 14 November 2005, the system of assessment and recording of children and young people with special educational needs was replaced by a framework for additional support needs. Additional support needs are defined more broadly than special educational needs.

Some children and young people whose needs are very complicated will get a **co-ordinated support plan** from the education authority responsible for their education. Sometimes parents and young people will not be able to agree with the education authority about whether a co-ordinated support plan is needed and what should be in it. A framework has been set up to help parents and young people to resolve these disagreements.

The Additional Support Needs **Tribunals** for Scotland are called Tribunals in this booklet. The Tribunals hear and decide appeals, called **references**, made by parents and young people against the decisions of Scottish education authorities about co-ordinated support plans.

The Tribunals cannot make decisions on all matters relating to children and young people's additional support needs; they can only deal with references that relate to co-ordinated support plans.

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<sup>1</sup> The Education (Additional Support for Learning) (Scotland) Act 2004

If you want to speak to someone about how to make a reference, you can contact our helpline.

This booklet is written for parents by the tribunal administration to explain to parents **how to make a reference** to a Tribunal. For young people making their own reference to a Tribunal, we have produced a short guide, but this booklet gives full details about the process. Parents and young people may both want to use it. If you are considering making a reference to a Tribunal, it is important to read all the advice in this booklet carefully. Having considered it, you can use the form enclosed to make your reference.

If you want to speak to someone about how to make a reference, you can contact **our**

**helpline** between 9am and 4pm Monday to Friday on **0845 120 2906** (calls charged at local rate). If you call outside these hours, leave a message on our voicemail and we will get back to you on the next working day. We can only offer information about how to make a reference and what we will do with it. We cannot advise you on other aspects of your child's additional support needs, but your education authority officer will be able to help you.

You can also find out more about the Tribunals by visiting our website at **[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)**





## **BRIEF GUIDE TO MAKING A REFERENCE**

Remember, this booklet applies to parents making a reference about their children's additional support needs and to young people making a reference about their own additional support needs. Young people must make their own reference unless they "lack capacity" (see page 11). A young person reading this guide may want to ask for a copy of our "Guide for Young People" for a handy overview of the Tribunals. You can get a copy by calling our Helpline on **0845 120 2096** or by emailing **[inquiries@asntscotland.gov.uk](mailto:inquiries@asntscotland.gov.uk)**

## **WHAT ISSUES YOU CAN REFER TO THE TRIBUNALS**

Parents can make a reference about their child's co-ordinated support plan if:

- the education authority has prepared one; or
- they think there should be a co-ordinated support plan, but the authority has not prepared one.

The issues you can make a reference about are:

- the education authority's **refusal to assess** your child for a co-ordinated support plan;
- the education authority's **decision** on whether your child should have or continue to have a co-ordinated support plan;
- the **time taken to prepare** a co-ordinated support plan;
- the **information** in the co-ordinated support plan;
- the authority's **failure to review** the co-ordinated support plan; and
- the authority's **refusal of a placing request** in some circumstances.



These are explained in more detail in section 4.

### **RESTRICTIONS ON MAKING A REFERENCE**

The tribunals can only look at the issues set out above and you cannot keep making a reference about the same issue.

In particular, you cannot make a reference about the same issue within a year of your previous reference, unless:

- a new co-ordinated support plan has been prepared; or
- a review has been carried out; or
- the co-ordinated support plan has been changed because a Tribunal told the education authority to change it.

### **TIME LIMITS FOR MAKING A REFERENCE**

There is a **two-month time limit** for making a reference, starting on the date when the education authority gave you its final written decision. If the authority fails to give you its decision on whether your child needs a co-ordinated support plan, this is treated as a **refusal to assess** and you can make a reference about this to us.

### **MEDIATION SERVICES**

Even if you decide to make a reference, you can still try to sort out your disagreement with the education authority. You may wish to use mediation services provided by your

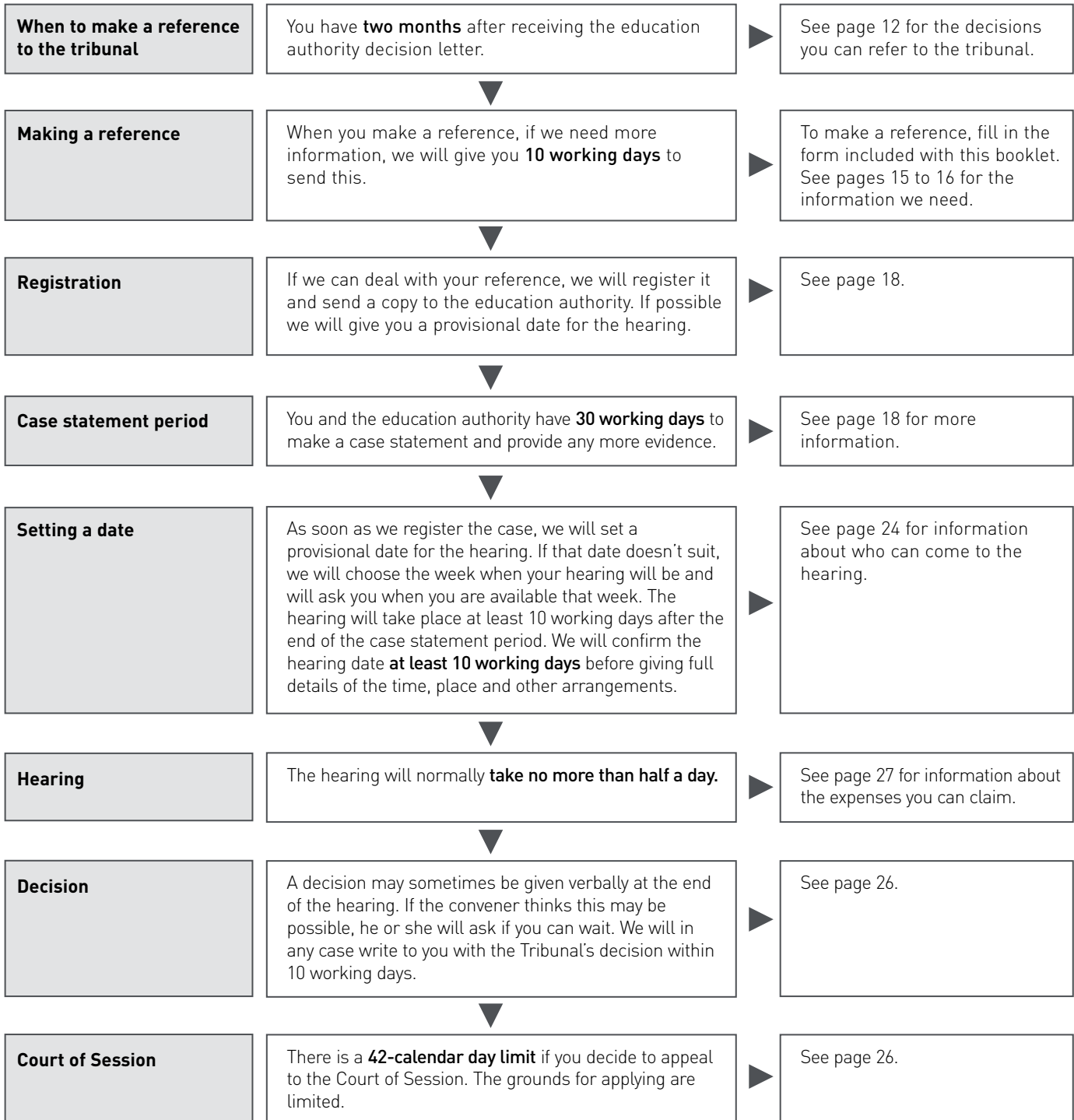
education authority. You can continue to use such services while we consider your reference.

You don't have to use mediation services before you make a reference to us but this is an option you may want to consider. You will find contact details at the end of this booklet.

We will try to set a hearing date that allows you time to reach an agreement.

## WHAT HAPPENS AFTER A PARENT OR YOUNG PERSON MAKES A REFERENCE

The chart below shows the main stages of a referral to the tribunal. You will see pointers to where in the booklet you can find guidance on each of the stages.







## **TIMETABLE**

You should get a decision from us within 3-4 months of the date you send your reference to us (4-5 months if July is included).

The timetable below shows the number of working days each stage of the reference may take.

Working days do not include Saturdays, Sundays, bank holidays in Scotland<sup>2</sup>, any day between 25 December and 31 December and any day in July.

## **STAGE 1: CHECKING THE REFERENCE**

When we receive a reference, we have to check that you have made it within the two-month time limit and that we have the powers to deal with the issues you have raised.

Within **10 working days**, we will write to you to say that:

- we can accept your reference and we have enough information to proceed; or
- we cannot deal with your reference giving our reasons, or
- we need more information before we can make a decision about registering your reference; or
- you have not given us enough information to enable the education authority to respond to the reference.

If you have not given us enough information, we will write and ask you for the missing information. You will normally have **10 working days** to reply.

<sup>2</sup> Defined by the Banking and Financial Dealings Act 1971 as New Year's Day, 2nd January, Good Friday, the first Monday in May, the first Monday in August and Christmas Day. (Also, 3rd January in certain circumstances.)

If you need extra time, you should write to us as soon as possible giving your reasons.

### STAGE 2: CASE STATEMENT PERIOD

As soon as we are sure that we can deal with your reference, we will send the education authority a copy along with any accompanying documents, and we will write to you at the same time. This marks the start of the case statement period. During this period of **30 working days**:

- the education authority must (and you may) give more information in support of your reference. Any further information you send us is called a 'case statement';
- we will ask you and the education authority about hearing dates. We will use what you tell us about your availability to set a date and book a place for the hearing. Once this is settled, we will write to inform both parties of the place and date of the hearing (you will get at least 10 working days notice); and
- we will give you a form to complete to let us know who you intend to bring with you to the hearing ("the attendance form"). We will give you some guidance on how to complete this form. It is important return a filled-in attendance form before the end of the case statement period, as we try to give a hearing date as soon as possible.

At the end of the case statement period, we will send you a copy of the education authority's case statement, and send a copy of your case statement and any other supporting information to the education authority.

### STAGE 3: HEARING AND DECISION

We will confirm the place, date and time of the hearing no later than **10 working days beforehand**. This timescale is not set down in the law but we have specified this period to allow everyone to make arrangements to attend. The Tribunal's decision may on some occasions be given at the end of the hearing. If the convener thinks this may be possible, he or she will ask you if you can wait. We will, in any case, send you and the education authority a written decision, usually **within 10 working days** of the hearing.

In exceptional circumstances we can allow either party a little extra time to provide information. If you need extra time, you should write to us as soon as possible giving your reasons.



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## **YOUR QUESTIONS ANSWERED**

### **THE TRIBUNAL**

#### **What are the Additional Support Needs Tribunals for Scotland?**

The Tribunals deal with disagreements between parents or young people and education authorities about some aspects of co-ordinated support plans. They are independent and have expertise in additional support needs. A parent or young person may make a reference to a Tribunal about their disagreement and the Tribunal will make a decision about it. (See pages 12-13 for an outline of what can be referred to a Tribunal). The Tribunals aim to work in a user-friendly way and be less formal for parents and children than a court setting.

#### **How are the Tribunals independent?**

The Tribunals have been set up to provide independent and expert adjudication in a user-friendly way on certain disagreements about co-ordinated support plans.

The Tribunals cannot be influenced by the Scottish Executive or by education authority policy in making their decisions or dealing with you but they will take into account all relevant evidence.



## HOW TO MAKE A REFERENCE TO THE TRIBUNAL

### Why may I need to make a reference?

If you disagree with the education authority about any of the matters outlined on pages 12-13, you should first try to sort out the matter with the authority.

You can make a reference to us:

- within two months of the education authority's final written decision, if you cannot agree with the authority and you remain unhappy about its decision or the information in a co-ordinated support plan; or
- if you believe the authority has not done what the law says it must do to review the co-ordinated support plan (see pages 12-13); or
- if the authority has not given you a decision (see pages 12-13).

You can continue talking to the education authority to try to sort matters out even after making a reference.

### Who can make a reference?

A young person or a parent of a child, or in some circumstances the parent of a young person (see below), can make a reference about any of the matters listed on pages 12-13.

However, some basic criteria must be met:

Firstly, the education of the child or young person must be the responsibility of a Scottish education authority. If you live in Scotland and the child or young person is not privately educated, this will normally be the case.

Secondly, the law says that a parent of a young person can make a reference on their behalf only if the young person 'lacks capacity' to make a reference. Just because a young person has additional support needs does not mean they lack capacity. For instance, a young person may lack capacity to make a reference because of mental illness, developmental disorder, learning disability or because a physical disability prevents them from communicating. However, if for example a young person's only difficulty is with communication and this can be overcome with help from a person or machine, then they do not lack capacity<sup>3</sup>.

<sup>3</sup> Section 3 of the Education (Additional Support for Learning) (Scotland) Act 2004 is about lack of capacity

### What can a reference be about?

Parents may make references to a Tribunal about the following matters <sup>4</sup> These have already been covered briefly in section 2.

### You can make a reference if the education authority:

- refuses to **assess** whether your child needs a co-ordinated support plan; or
- doesn't respond to your request to assess whether your child requires a co-ordinated support plan **in time**. The law gives the education authority 4 weeks to respond to your request.

### The law says that an education authority should prepare a co-ordinated support plan for a child or young person if:

- the authority is responsible for their education;
- they have additional support needs arising from long-lasting complex or multiple factors; and
- those needs mean that the child needs significant additional support from services outside education.

### You can make a reference if the education authority:

- has decided that your child **needs a co-ordinated support** plan and you disagree; or
- has decided that your child **does not need a co-ordinated support plan** and you disagree; or
- where the authority has told you that your child should have a co-ordinated support plan but has not prepared it **in time**. The law allows the authority 16 weeks from the date on which it tells you it intends to assess whether your child needs a co-ordinated support plan.

Once a co-ordinated support plan is in place, the education authority must review it regularly; a review is due 12 months after the plan is opened and must be complete within 12 weeks of that review. Each further review is due no later than 12 months from the previous review and each review must be completed within 12 weeks of its due date. Also, if you think there has been a significant change in your child's additional support needs, you can ask the authority to review the plan. The authority has 12 weeks to respond to your request.

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<sup>4</sup> These are set out in section 18 of the Education (Additional Support for Learning) (Scotland) Act 2004



**You can make a reference to us after a review of a co-ordinated support plan if:**

- the education authority has decided that your child’s co-ordinated support plan is still needed but you disagree; or
- the authority has decided that your child’s co-ordinated support plan is no longer needed and you disagree; or when
- the authority has not reviewed the co-ordinated support plan in time.

**You can make a reference to us if you disagree with any of the information in the co-ordinated support plan about:**

- the factors leading to your child’s additional support needs; or
- the educational objectives set out in the co-ordinated plan (taking account of these factors); or
- the additional support that is needed to meet the educational objectives; or
- the details of the people who will provide the additional support.

A placing request is when you have asked the education authority for your child to go to a different school.

**You can also make a reference to us if your placing request has been refused but only in the following circumstances:**

- where at the time your placing request was refused, a co-ordinated support plan was in place; or
- where at the time your placing request was refused, the education authority had said that a co-ordinated support plan should be prepared; or
- where at the time your placing request was refused, you had already sent a reference to us about the authority’s decision that your child should not have a co-ordinated support plan..

**Similarly, if the education authority has not replied in writing to your placing request:**

- by 30 April (when you made the request before 15 March) for a placing from the start of the school year the following August; or
- for any other placing request, on the expiry of the period 2 months (excluding school holidays) immediately after the authority’s receipt of the placing request.

Then you can make a reference as if the authority had refused your placing request.



If you are making a reference to us about a placing request refusal and;

- we can deal with it; and
- you already have an appeal about the placing request refusal with either the education appeals committee or with the sheriff court, then your appeal **must** be transferred to us.

#### **If I have already made a reference, can I make another?**

If you have made a reference about one issue, you can still make a reference about another, whether or not the Tribunal has made a decision about the first issue. However, you must make the further reference within the timescales allowed and you cannot keep making a reference about the same issue.

If your previous reference concerned information in the co-ordinated support plan, you cannot make another reference about that information until after the next review of the plan.

If your previous reference concerned refusal of a placing request, you cannot make another reference about a placing refusal within 12 months of that previous reference. The only exceptions are if, in the meantime:

- the education authority has reviewed the co-ordinated support plan;
- the authority has amended the co-ordinated support plan as a result of a Tribunal's decision; or

- a new co-ordinated support plan has been prepared since the last reference.

#### **What if I am unhappy about issues that the Tribunal cannot deal with?**

You should discuss your concerns with your child's school or the education authority, or both. If you have concerns you can apply to the external independent adjudicators, or seek mediation. Enquire, the Scottish advice service for additional support for learning, will be able to advise you on these matters. Visit its website at [www.enquire.org.uk](http://www.enquire.org.uk) or call its helpline on 0845 123 2303. Your education authority contact can also direct you to appropriate advice and information.

#### **What is mediation and how can it help?**

All authorities are required by law to make arrangements for mediation, involving independent mediators, to try to resolve disagreements<sup>5</sup>. Good communication between parents, young people, schools and education authorities is the key to positive relationships and partnerships. Sometimes, despite everyone's best efforts, a situation can become deadlocked. The mediator will help the parties to find a way forward that is acceptable to everyone. The terms of any agreement are decided by the parties, not the mediator. Using mediation is voluntary and does not affect your legal rights to make a reference to us. Your education authority contact will be able to give you details of the mediation service in your area.

<sup>5</sup> Education (Additional Support for Learning) (Scotland) Act 2004: Sections 15 and 16.

### **Can I complain to the Scottish Public Services Ombudsman?**

If you believe that an issue has not been dealt with properly by an education authority, you may be able to complain to the Scottish Public Services Ombudsman.

**But you cannot do this just because you disagree with a decision by the education authority when this decision has been properly reached.**

### **If I read this booklet but I am still unsure whether I can make a reference to the tribunal, where can I get advice?**

We can explain what you need to do if you are considering making a reference, and will tell you what will happen. We cannot advise you whether you should make a reference. If you want more advice, you may be able to get help from:

- Enquire, the Scottish advice service for additional support for learning;
- any voluntary organisation that helps people with additional support needs;
- a parents' group; or
- an independent parental supporter.

We give some useful contact details at section 7.

The education authority should provide a named contact within the authority. Your named contact should also give you information and contact details for other sources of advice and information.

### **If I decide to make a reference, where can I get advice?**

Again, your named contact in the education authority will be able to put you in touch with an independent supporter or representative. These external advisers will usually be able to give you all the help you need. You may also be able to get advice and assistance under the legal aid system to subsidise the cost of advice from a solicitor about how to prepare your reference, though not to provide legal representation at a hearing. Any solicitor participating in legal aid work can tell you if you are entitled to this. The Law Society or local citizens advice bureau can give you the names of solicitors who may be experienced in educational matters.

### **How do I make a reference?**

If you want to make a reference, you should fill in the form enclosed with this booklet. You will need to give your reasons for making the reference, enclose certain documents and sign the form. This form and guidance are available to download from our website as well as in hard copy.

It will be possible to complete your reference form electronically. Please contact us on **0845 120 2906** for further information on this. You can also fax a copy of your completed signed form to **0141 242 0360**, but you should call our helpline **0845 120 2906** to ensure there is someone here to receive your faxed reference as it comes through.

# It is important that you give us your reasons for making a reference.

## **Is there a time limit for making a reference?**

We must receive your reference no later than the first working day 2 months after the education authority gave you its final written decision and told you that you could make a reference (see pages 12-13 as you may also be able to make a reference if the authority has not given you a decision in time). If you are making a reference because the authority has failed to do something that the law says it should, we must receive your reference within 2 months of the date when that failure first occurred.

If the end of the 2 months falls in July, you will have until the first working day in August.

## **How much detail should I give?**

It is important that you give us your reasons for making a reference. The things you may want to cover include:

- why your child should have a co-ordinated support plan;
- why you think your child needs extra help at school;
- what sort of extra help you think your child needs; and
- if your child has a co-ordinated support plan, what changes you want to see.

## **What documents should I send with my reference?**

Please enclose:

- a copy of the education authority's letter giving the decision you are making a reference about;
- a copy of the co-ordinated support plan, if your child has one.

If you are making a reference because the authority has refused your placing request, we will generally get all the documents about this from the authority, so you just need to send us a copy of the authority's letter.

## **What if I do not send in all the right papers?**

If you do not send all the information we need, then as long as we agree to consider your reference we will write and tell you what more information we want from you before your reference reaches the next stage. We will usually give you 10 working days to send us this information.

## **Should I send original documents?**

No.

You should keep all the original letters, the co-ordinated support plan and other documents, and send photocopies.



### **Do I have to send the reference myself?**

You can get someone to make the reference for you but you must sign it yourself. If you have a representative to help you, we must send all the papers to the representative, but you should still attend the hearing. Your representative cannot sign the reference for you. You must let us know in writing if you later change your mind about having a representative, or if you change your representative.

### **Do references have to be made in English?**

If English is not the language you generally use or are most comfortable with, you may make a reference in your own language and we will arrange for the documents to be translated. When it comes to the hearing, it will be held in English but we will arrange for an interpreter to attend to assist the Tribunal if you have difficulty communicating in English. Generally the Tribunal will not go ahead with a relative or friend as an interpreter. To help us make these arrangements, please complete the relevant section on the reference form enclosed with this booklet.

### **What if I have any other needs?**

If you have any special requirements, you should let us know as soon as possible. If, for example, you want to make a reference in Braille, need a signer at the hearing or need special arrangements to enable you to come to the hearing, you should tell us as soon as possible so that we can make

suitable arrangements. Again, we will pay for these arrangements and you can make the request on the reference form.

### **What if the tribunals need more information before registering my reference?**

If we need more documents or information to register your reference, we will normally give you 10 working days to send them to us. Similarly, if you have not sent enough information to enable the education authority to respond to the reference, we will write to you giving you 10 working days to provide what it needs. We will look at the extra information you send us along with your original reference form and make sure that we can deal with your reference. If we are sure we can go ahead, we will send a copy of all the paperwork you have provided to the authority to allow it to respond.

### **Can my reference be dismissed before a hearing?**

A convener may before a hearing indicate to you that it appears that your reference should be dismissed ("struck out"). This might be because, for example, your reference is no longer considered to be within the scope of the Tribunal. We will give you the opportunity to write to us or to request a hearing, to explain why you think this should not happen.



### **If my reference is struck out, can I appeal?**

You may be able to appeal to the Court of Session on a point of law. If the Court of Session allows your appeal against the decision, we will write to tell you what you have to do next and will set new timescales to send us your case statement.

### **How long does the whole process take from when I make a reference until I receive my decision?**

You should have your decision in about three to four months (four to five months if July is included) from the date we register your reference. (See the timetable on page 8).

### **WHAT HAPPENS NEXT?**

#### **What will the tribunals do when they receive my reference?**

When we receive a reference, we will decide whether the issue falls within our jurisdiction. If we think it does not, we will write to you and give you the chance to send more information. When we receive that information, we will again consider whether we can deal with your reference. Likewise, if we receive your reference beyond the two-month limit and you have not given reasons, we will give you a chance to explain why.

If we can consider your reference, we will send you a letter telling you that we have registered your reference. At this point we will send the education authority copies of

all the documents you have sent to us. We will also send you information about the tribunal's procedures.

We will set a provisional date for your hearing. If you know right away that the provisional date will not suit, you should let us know. We will then tell you what week your hearing will be held in and ask you when you are available during that week. Before you reply to us you should check when your witnesses would be able to attend.

#### **What should be included in my case statement?**

As soon as we register your reference, we will send you and the education authority some guidance to help you prepare your case.

You can add to your case statement anything you have not included in your original reference which you consider is relevant and which you would like us to consider. If you have received any up-to-date information since you sent us your reference, or other written reports, you can send them with your case statement. If you want to send a video or audio material to support your case, you should send us 5 copies and keep one for yourself. If it is difficult for you to have copies made, we may be able to help.

If you think your original reference gives us enough information and you have no further comments to make, you do not need to send a case statement.

### **What will the education authority do about my reference?**

The education authority will have the same deadline as you to send us its case statement. The authority's case statement must say whether it opposes the reference and, if it does, it must say why. The authority should also say who is dealing with the reference within the authority, summarise its understanding of the situation and let us know what the child thinks about the issues. The authority may contact you about your reference. It may look at the case or supporting information again and feel that it can provide some or all of what you want. While we are looking at your reference, you can continue to talk to the authority wherever possible. The authority should have already told you about mediation services that may help you sort out your concerns.

### **What about my child's views?**

Before the education authority makes any decisions about whether your child needs a co-ordinated support plan, it must consider your views and your child's views. We also need to know what these views are when we consider your reference. If the authority has not got your child's views, it must explain why. You can also tell us about your child's views in your case statement or supporting information. Your child can come to the hearing but they don't have to; this is up to you and your child.

### **What will happen if the education authority does not oppose my reference?**

If the authority does not oppose your reference, a Tribunal will still look at what you and the authority have sent and make a decision. The Tribunal may be able to make a decision without a hearing.

If your reference concerns information in your child's co-ordinated support plan, and the authority decides to make changes following the reference, it must give us details of the changes it agrees to make.


The authority may withdraw its opposition to your reference. If it tells us that it does not oppose the reference (that is, it agrees to provide what you have asked for), again, a hearing may not be necessary. The Tribunal may set the authority a deadline in which to provide what you have asked for<sup>6</sup>.

### **What if the education authority does not reply?**

If the authority has not asked for extra time to prepare its case and has not sent its case statement by the end of the case statement period, then usually, it cannot take any further part in the proceedings.

Your case statement will be passed to a Tribunal, which will see whether it can decide the reference on the basis of the papers you have sent, or whether there needs to be a hearing at which you, but not the authority, would be present.

<sup>6</sup> Education (Additional Support for Learning) (Scotland) Act 2004: Section 19



Before the hearing, the authority can ask if it can present its case but this decision is entirely at a convener's discretion and it would be exceptional for this to be allowed. Additionally, the authority could ask the Tribunal if it could present its case on the day of the hearing but again, it would be exceptional for this to be allowed.

**What happens to the case statements?**

Once the case statement period has finished we will send you the case statement and any supporting information provided by the education authority. At the same time, we will send your case statement and any other supporting information to the authority.

**Can I comment on the education authority's case statement?**

Rather than have a further round of correspondence with each party commenting on the other's case statement, both parties will have the chance at the hearing to ask questions about the other's case statement or any other information provided.

**Can any more documents be sent in after the case statement period?**

You should try to send in all your documents with your case statement. If for example, you receive relevant information that could not reasonably have been available at the end of the case statement period, then exceptionally a convener may give you permission to send or bring it.

**Can I bring new information to the hearing?**

The Tribunal will decide whether extra written submissions or information will be allowed. If you ask to present more information on the day of the hearing, you must bring five copies with you, as well as a copy for yourself. The Tribunal will consider the views of the education authority before making its decision. If your further information is allowed, the authority will get an opportunity to respond to it.

**What will happen to my reference if I move to another education authority area before my case is decided?**

You should write and tell us if you move to live in another area and we will write to your new education authority to tell it about your outstanding reference. A convener or a Tribunal can treat the new authority as having made the decision about which you have made a reference. Before this, we will offer you, the new authority and the old authority an opportunity to give your views on whether this is the best way to proceed. A convener or Tribunal will then decide whether to make the new authority responsible. If responsibility is transferred, we will give the new authority 30 working days to send us a case statement and evidence. You will have the same deadline to finalise or amend your case statement and send in any more evidence. The old authority will take no further part in the reference. The old authority should,



however, co-operate with us and the new authority in providing information and copies of papers about the reference.

#### **Can I withdraw my reference?**

You can withdraw your reference by writing to us at any time before the hearing, or we can send you a withdrawal form to complete. Whoever signed the original reference must sign the withdrawal form or letter. You can also withdraw your reference when you are at the hearing by telling the Tribunal that you want to do so.

#### **What if I cannot get hold of a document that is important to my case?**

If the education authority is holding a document you need and you write to us well before the hearing, we may be able to instruct the authority to release it to us. Before doing so we will consider any objections the authority raises to releasing the document.

#### **What if the Tribunal or either party needs more time to prepare for a hearing?**

A convener may decide – either for the Tribunal's purposes or at the request of either party – to postpone a hearing. A request from either party would have to be for good reasons, not simply because they had left their preparations too late.

#### **Can I bring any witnesses to support my case?**

You and the education authority may each bring up to two witnesses to the hearing. In exceptional circumstances, a convener or a Tribunal may allow additional witnesses. The Tribunal may refuse to allow a particular person to be a witness if it believes their evidence is inappropriate or unnecessary.

#### **Why is there a limit on the number of witnesses?**

We limit the number of witnesses to keep hearings short and user-friendly. The evidence that parties want the Tribunal to consider should be in the case statements. Witnesses enable the Tribunal to explore the issues raised in the case statements.

#### **How formal will the Tribunal be?**

The Tribunal hearing is meant to be conducted in as informal a manner as possible, consistent with the basic principles of fairness, openness and impartiality. Wherever possible, parties should avoid raising technical objections to witnesses, evidence or supporting information. The Tribunal will try to ensure both parties are fully and effectively involved without making the hearing unduly long.

# The hearing is meant to be conducted in as informal a manner as possible.

## **When do the parties need to say who their witnesses are?**

Both parties must provide details on the attendance form. If it is impossible to notify us before the hearing, the parties can ask the Tribunal at the start of the hearing, but permission may be denied. We will write to both parties at least 10 working days before the hearing, to confirm the date, time and place of the hearing, and let both parties know who will be coming from the other party.

## **What if a witness refuses to come to the hearing?**

If someone you have asked to be one of your witnesses is not happy about coming, you can write to us explaining why you think it is important that the person is at the hearing. If the Tribunal agrees, we will send a witness citation to the person. If you think you may need us to do this for you, you need to tell us at least 8 working days before the hearing to allow us to make any arrangements.

## **THE HEARING**

### **How much notice of the hearing will I get?**

When we write to say that we can deal with your reference (this letter will tell you that your reference has been 'entered on the register'), we will set a provisional date for a hearing. If this date doesn't suit, let us know right away. We will then tell you what week your hearing will be scheduled and will ask you what suits during that week. Before replying to us, you should speak to your witnesses and any representative to make sure they are free on the dates you

give us. We will then fix a date, usually giving at least 10 working days' notice. If we do not hear from you, we will go ahead and fix a date.

### **Where will the hearing be held?**

We hold hearings throughout Scotland and will try to arrange your hearing as close as possible to where you live. We will try to limit your travelling time to the hearing to no more than two hours where hearings are held in central Scotland and to no more than one-and-a-half hours for hearings held elsewhere.

### **What time will the hearing start?**

We will usually hold hearings in normal working hours. We will fix the hearing for a specific time and will normally schedule it to last half a day. Most hearings will start at 10am or 2pm. We will do our best to make sure the hearing starts on time.

### **Who will hear my reference?**

A Tribunal of three people will hear the case. The convener, who is a lawyer, will chair the hearing. The other two members will have knowledge and experience of children or young people with additional support needs.

### **Will my hearing be in private?**

Hearings are normally in private but you can request, giving your reasons, that your reference be heard in public. Please make this request on the attendance form we send out before the hearing. A public

hearing means that any person may attend to observe the proceedings.

### **Do I have to come to the hearing?**

It is important that you come to the hearing but you do not have to. The Tribunal will want to hear anything you have to say and may want to ask you questions if the documents are unclear. You may want to ask your own questions. If you decide not to come to the hearing or you decide to send a representative, you should tell us on the attendance form. In this case, you can send a letter to support your reference but we must receive it at least five working days before the hearing.

### **Can parties have a representative at the hearing?**

You can send someone to the hearing to represent you whether or not you come yourself. If you have a representative, you must put their name and address on the attendance form we send you. If you have had someone helping you with your reference, the same person does not have to represent you at the hearing. If you decide to send a representative after returning the attendance form, you should write to us with your representative's details as soon as possible.

You can have a solicitor as a representative. However, hearings are designed to be as informal as possible so that both parties can participate fully without needing legal representation. You will not get public funding for using legal representation,

though you may be eligible for some free legal advice and assistance in preparing your case (see page 15).

### **Do I have to answer questions at the hearing?**

Even if you bring a representative to speak for you, the Tribunal may still want to ask you some questions, for example, they may want to ask you about your child's needs at home. Neither party has to answer these questions if they do not want to.

### **Can both parents go to the hearing?**

Yes. Anyone who has parental responsibility for the child may go to the hearing. If a parent who did not make the reference comes to the hearing, the Tribunal may allow him or her to give their view at the hearing.

### **Can my child go to the hearing?**

If you are making a reference about your child or on behalf of a young person (see page 11), you will need to consider whether to bring them with you to the hearing. It is your choice whether to bring them or not. You know best how your child might cope with attending the hearing. The needs and interests of the child are at the centre of the hearing, and if you bring your child with you we will do our best to make them feel comfortable and welcome. You know best how your child will cope with attending a hearing.

However, a Tribunal can decide that a child's welfare or interests would be

prejudiced by being present for the whole or part of the hearing. For example, there may be times during the hearing when:

- being present may distress the child;
- the presence of the child may prevent a proper discussion of the issues; or
- the child's behaviour is disruptive.

However well you describe your child's needs, their presence at the hearing can be very helpful. So if your child is coming with you, you should arrange for a friend, relative or other carer to come as well. We do our best to make hearing venues child-friendly, but we do not provide childcare facilities.

If a child is under 12 the Tribunal will hear from the child only where the evidence is necessary for a fair and just hearing, and where it will not harm the child's welfare or interests. A convener or the Tribunal may appoint a person with the appropriate skill or experience to help your child give evidence.

A convener or Tribunal may also decide that a child can give evidence by a telephone link, video link or other means if this will help.

### **Can I bring a supporter?**

You can bring one person to support you at the hearing but that person will not be able to speak during the hearing. An education authority officer may similarly bring a

colleague but that person will not be able to speak during the hearing.

### **Who will be at the hearing?**

The following people may be there:

- You, and possibly the child;
- any other parent of the child, (including someone with parental responsibilities if they want to attend);
- an officer from the education authority (who will respond to the case);
- your representative (if you have one);
- your witnesses (if you have any);
- your supporter (again this is optional but if you decide to bring a supporter, they will not be allowed to take part in the hearing);
- the education authority's representative;
- the education authority officer's supporter;
- the education authority's witnesses (if there are any)
- the convener and two members of the Tribunal;
- the case officer who has been looking after your case; he/she will show you where to go, explain briefly what will happen, and give any help you may need; or
- any interpreters or signers (if necessary).

There may also be someone there to watch how the Tribunal is run (e.g. any member of the tribunal staff or from the Scottish Committee of the Council on Tribunals), or someone we are training.



### **What will happen when I arrive at the hearing?**

The case officer will explain what will happen and where things are, and will answer any questions you have. The case officer will tell you where to wait and if there is going to be any delay to the start of the hearing. Each of the parties will have a private waiting area, which will also be available during any break in the hearing.

Refreshments will be provided for you at the hearing.

### **What happens during the hearing?**

The tribunal case officer will take the parties into the hearing room. In most cases, all those taking part will sit around a table. The convener will speak first, introduce everyone, and explain the procedure before the hearing begins. The members of the Tribunal will want both parties to set out:

- what they think the relevant facts are;
- what conclusions they think the Tribunal should reach; and
- what they think should now be done for the child.

The convener will try to make the procedure straightforward so everyone can give their point of view. The Tribunal will ask questions without using legal or

educational jargon. The convener will set out the appropriate procedure in each case so that all the issues will be dealt with in turn. You do not need to prepare a set speech to the Tribunal. The convener will keep detailed notes of the hearing to record what has been said, and the hearing may be audio recorded.

### **Will I, my representative or witnesses have to take an oath?**

We intend proceedings to be as informal and non-technical as possible, while still dealing with the reference fairly and justly in the child's best interests. The Tribunal may sometimes take evidence from a person under oath, but is expected that this will be rare.

### **How will the witnesses give evidence?**

Witnesses will normally only stay in the hearing for as long as it is necessary for them to give evidence. The parents and the education authority will both be able to ask them questions.

### **Will I be able to add my own views if these have not been brought out at the hearing?**

The discussion at the hearing is not limited to the points the convener or other members may raise. You will have the chance to add anything you feel is important but has not been mentioned.



### **How long will the hearing last?**

We expect most hearings will take around half a day, but some of the more complicated cases may last a full day. We will provide refreshments for you. In some circumstances the Tribunal may need more evidence, and if so the convener will explain what the Tribunal needs and will ask both parties to come back another day. If possible, before the parties leave the room, we will try to fix a date for the adjourned hearing to reconvene. If this is not possible, we will notify parties of the date and place for the continued hearing, as soon as possible.

## **THE DECISION**

### **How will the Tribunal come to a decision?**

The Tribunal makes its decision by considering all the evidence, including the documents that you and the education authority send before the hearing and also what is said at the hearing.

### **When will the Tribunal inform both parties of its decision?**

We will aim to send out the decision and the reasons for it within 10 working days of the hearing. Some cases will need a little more time before we can send out the decision. We cannot tell you (or the education authority) the decision over the phone. The Tribunal may in some cases tell the parties the decision on the day of the

hearing. If the convener thinks this maybe possible, he or she will ask if you are able to wait at the end of the hearing.

### **Does the decision have to be in English?**

If English is not your first language, you may ask for the Tribunal's decision to be translated or given in any other appropriate form. Asking for a translation should not delay the decision.

## **APPEALS TO THE COURT OF SESSION**

### **Can parties appeal against the decision to the courts?**

<sup>7</sup>You can appeal to the Court of Session against a Tribunal's decision on a point of law. If either party appeals on a point of law, this means you are asking the Court of Session to clarify how the law should have been applied in your case.

The Court of Session can set aside the original decision and instruct us to look at the reference again. It can also vary or alter the original decision, pass the reference back to the same Tribunal that made the original decision, or ask a different Tribunal to look at it. It can also give the Tribunal any extra instructions it considers necessary.

You have **42 calendar days** from the date we issued the decision to appeal to the Court of Session.

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<sup>7</sup> Education (Additional Support for Learning) (Scotland) Act 2004: Section 21

### **How long does the education authority have to do what the Tribunal said it should?**

When the Tribunal has decided the reference, unless there is an appeal to the Court of Session, the authority must do what the Tribunal has directed within the period fixed.

Depending on the circumstances, the Tribunal may require action immediately or within a certain number of weeks. If the authority tells us it does not oppose the reference, a Tribunal will set timescales for it to make the necessary arrangements.

### **What if the education authority doesn't carry out the Tribunal's decision?**

By law, the authority must carry out the Tribunal's decision. If it does not, you could:

- refer the matter for external independent adjudication<sup>8</sup> to find out why the services specified in the co-ordinated support plan are not being delivered; or
- complain to the Scottish Ministers<sup>9</sup>; or
- complain to the Scottish Public Services Ombudsman; or
- take legal action against the authority to enforce the decision.

The nature of your case will determine which option is appropriate.

### **Costs and expenses**

#### **Will parents or the education authority have to pay any costs if they lose the case?**

You and the authority are expected to meet your own costs in preparing for and presenting the case to the Tribunal. You will not normally have to pay each other's costs. In rare circumstances, if we think you or the authority have acted unreasonably or deliberately wasted our time, we may make an order requiring you to pay the authority's expenses or requiring that it pays yours.

#### **What travel expenses will the tribunal pay?**

You will be able to claim reasonable travel expenses for yourself and:

- the child or young person who is the subject of the reference;
- a relative or friend who will look after the child or young person;
- your supporter;
- your representative, if you have one (if your representative is not able to claim these from any other source); and
- your two main witnesses.

You should use public transport wherever possible. We will only pay taxi fares if public transport is not available or if a person has particular needs. The tribunal will pay for

<sup>8</sup> Education (Additional Support for Learning) (Scotland) Act 2004: Section 16

<sup>9</sup> Education (Scotland) Act 1980: section 70

When you arrive at the hearing the case officer will give you a form to claim your expenses.

bus, tram, standard-class rail travel or a fixed amount for mileage if car travel is necessary.

**How do I claim my expenses?**

We will send you details about claiming expenses when we write to tell you about

the arrangements for the hearing. When you arrive at the hearing, the case officer will give you a form to claim your expenses and we will send them to you later by post or direct into your bank account. If waiting for the money would cause you financial difficulties, you should let us know as soon as possible.





## **DEFINITIONS**

### **Additional support needs**

Children or young people have additional support needs if they are, or are likely to be, unable without additional support to benefit from the school education provided or to be provided for them.

### **Annual review**

The review of a co-ordinated support plan which the education authority must make within 12 months of making this plan or, as the case may be, within 12 months of the previous review.

### **Appeal**

An appeal to the Court of Session. ("Making a reference" means going to a Tribunal.)

### **Assessment**

A detailed assessment of a child or young person's additional support needs which will inform the decision whether to prepare a co-ordinated support plan to meet these needs.

### **Case officer**

A person we provide to help both parties with arrangements at the hearing. He or she will usually be the case officer who has dealt with the reference from the start.

### **Contact person**

The person from the education authority who can give you information on all

aspects of additional support needs. The authority must tell you who the contact person is when it decides that a child or young person has additional support needs.

### **Convener**

The legally qualified member of the Tribunal who is in charge of the hearing.

### **Co-ordinated support plan**

A document that sets out a child or young person's needs and the additional support they need to overcome barriers to learning.

### **Documents**

Letters or reports, including a co-ordinated support plan.

### **Education authority**

The part of your local authority (council) that is responsible for providing education, carrying out assessments and providing additional support to meet the needs of children and young people, including preparing and maintaining co-ordinated support plans.

### **External independent adjudicators**

External independent adjudicators can help you resolve disputes with education authorities which lie outside the scope of the Tribunals. These are mainly matters unconnected with co-ordinated support plans.

### **Hearing**

The meeting at which a Tribunal considers a reference you have made.

### **Independent school**

A school that is not funded by an education authority.

### **Mediation services**

All education authorities must provide mediation services to help prevent or sort out disagreements between you and the authority or school about the child or young person's additional support needs. They must act independently of the authority. They are designed to bring you and the authority together informally to try to sort out disagreements through discussion. Using these arrangements is voluntary and does not affect your right to make a reference.

### **Member**

One of two people on the Tribunal with knowledge and experience of children or young people with additional support needs. They will help the convener reach a decision about the case.

### **Reference**

The initial information you give us about a disputed decision, failure or information given by the education authority responsible for the child's school education. We

recommend you make the reference by completing form ASNTS(1) enclosed with this booklet.

### **Representative**

Someone who acts on your behalf in your dealings with us. He or she will receive all the papers in connection with the reference, in place of you. The person will be expected to answer for you at the hearing, but you can be present and the convener will give you the opportunity to give your own views.

### **Supporter**

Generally someone who can support you, for example by advising you on how to work with schools on additional support needs or by going to meetings with you. A supporter will often be someone from a voluntary organisation, an advocacy service or a friend.

### **Tribunal**

Tribunal (capital T) is used in this document to mean a particular Additional Support Needs Tribunal.

### **Tribunal administration (also referred to as 'we' or 'the tribunals' in this guide)**

The staff based in Glasgow who support the Tribunal, including the case officer who will look after your reference and meet you at the hearing.



## **COMPLAINTS PROCEDURE**

We aim to provide a user-friendly and high-quality service to our users. If you are unhappy with the service we provide, please let us know.

We try to learn from complaints and use them to improve our operations. We keep a record of complaints and publish information on them in our annual report.

A complaint can never result in the decision being changed. Any complaint about a Tribunal or one of its members regarding conduct may be investigated by the President but each Tribunal is judicially independent and there can be no interference with its decisions or with conduct that is consistent with proper judicial practice.

If you have a complaint about the way the Tribunal handled the hearing you attended, you should write to the President of the tribunal at:

Office of the President of the Additional  
Support Needs Tribunals for Scotland  
Europa Building  
450 Argyle Street  
Glasgow  
G2 8GL

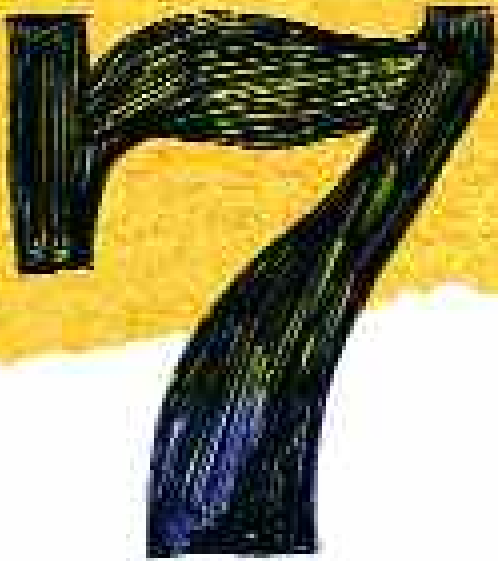
You can also send your complaint by e-mail to **[inquiries@asntscotland.gov.uk](mailto:inquiries@asntscotland.gov.uk)** or by fax to **0141 242 0360**. Please head the e-mail or fax "Complaint to the President".

If you are unhappy with the arrangements for the hearing, or with any part of the service we have provided while handling your reference, then you should write to the Secretary to the tribunals at the above address. If making your complaint by e-mail or fax as above, please head the e-mail or fax "Complaint to the Secretary". You can also phone the helpline number above and pass on your complaint to a member of staff or ask to speak to the Secretary. In the absence of the Secretary you can ask to speak to the Deputy Secretary.

When you are making a complaint it is helpful if you:

- make clear what you are complaining about and give as much specific detail as you can; and
- let us know how you think we could have dealt with things differently or how we could put things right, or both.

You can ask for a copy of our complaints procedure, which is also available on our website. We send a copy of the procedure to all the parties to a reference.



## USEFUL CONTACTS

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### Children in Scotland

Children in Scotland is the national agency for voluntary, statutory and professional organisations and individuals working with children and their families in Scotland.

Princes House  
5 Shandwick Place  
Edinburgh  
EH2 4RG  
Tel: 0131 228 8484  
Fax: 0131 228 8585

[www.childreninscotland.org.uk](http://www.childreninscotland.org.uk)

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### CHIP

Information service setup specifically to answer questions about services available to families in the Highlands who have a child with special needs.

[www.chip.org.uk](http://www.chip.org.uk)

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### Childline

24-hour counselling service for children.  
Tel: 0870 336 2910

[www.childline.org.uk](http://www.childline.org.uk)

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### Contact a family

Provides help and advice to families caring for children with any disability or special needs.

Contact a Family Scotland

Norton Park  
57 Albion Road  
Edinburgh EH7 5QY  
Tel: (0131) 475 2608  
Fax: (0131) 475 2609  
e-mail: [scotland@cafamily.org.uk](mailto:scotland@cafamily.org.uk)

[www.cafamily.org.uk](http://www.cafamily.org.uk)

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### Enable

Offers information and legal advice to people with learning difficulties.

Enable Scotland  
6th Floor  
7 Buchanan Street  
Glasgow  
G1 3HL  
Tel: 0141-226 4541  
Email-[enable@enable.org.uk](mailto:enable@enable.org.uk)

[www.enable.org.uk](http://www.enable.org.uk)

## **USEFUL CONTACTS (Contd.)**

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### **Enquire**

Enquire is a national advice service for additional support for learning in Scotland.

Tel: 0845 123 23031 08

Textphone:

0131-222 2439

[www.enquire.org.uk](http://www.enquire.org.uk)

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### **Resolve ASL**

Set up by Children in Scotland to assist local authorities to meet the mediation requirements in the new education (Additional Support for Learning (Scotland) Act 2004).

Mediation and Services

Development Officer

Children in Scotland

Princes House

5 Shandwick Place

Edinburgh EH2 4RG

Tel: 0131-222 2456

Fax: 0131-228 8585

E-mail:

[smitchell@childreninscotland.org.uk](mailto:smitchell@childreninscotland.org.uk)

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### **Update**

A national disability service for Scotland.

Update

27 Beaverhall Road

Edinburgh

EH7 4JE

Tel: 0131-558 5200

Email: [info@update.org.uk](mailto:info@update.org.uk)

[www.update.org.uk](http://www.update.org.uk)

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### **Scottish Mediation Network**

18 York Place,

Edinburgh, EH1 3EP

Tel – 0131 556 1221

[www.scottishmediation.org.uk](http://www.scottishmediation.org.uk)

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### **Other national organisations**

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#### **BARNARDO'S**

235 Corstorphine Road

Edinburgh

EH12 7AR

0131-334 9893

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#### **Capability Scotland**

ASCS (Advice Service Capability Scotland)

11 Ellersley Road

Edinburgh, EH12 6HY

Tel: 0131 313 5510

Fax: 0131 346 1681

Textphone: 0131 346 2529

e-mail: [ascs@capability-scotland.org.uk](mailto:ascs@capability-scotland.org.uk)

[www.capability-scotland.org.uk](http://www.capability-scotland.org.uk)

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#### **CITIZEN ADVICE SCOTLAND (CAB)**

[www.cas.org.uk](http://www.cas.org.uk)

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#### **ETHNIC MINORITY ADVOCACY SERVICES**

40 Wellington St

Glasgow, G2 6HJ

0141-572 1011/0141-221 4044

[emec40@aol.com](mailto:emec40@aol.com)

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**PARENTLINE SCOTLAND**

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83 Whitehouse Loan  
 Edinburgh  
 EH9 1AT  
 Tel – 0131 446 2333  
 Fax – 0131 446 2339  
 Freephone – 0808 800 22 22  
 Web – [www.children1st.org.uk](http://www.children1st.org.uk)

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**ADVOCACY CONTACTS WHO OPERATE THROUGHOUT SCOTLAND**

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**Govan Law Centre**

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Education Law Unit  
 47 Burleigh Street  
 Glasgow  
 G51 3LB  
 0141-445 1955  
[advice@edlaw.org.uk](mailto:advice@edlaw.org.uk)

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**ISEA (Independent Special Education Advice) (Scotland)**

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164 High Street,  
 Dalkeith  
 Midlothian, EH22 1AY  
 Tel/fax – 0131 454 0096  
 Advocacy project – 0131 454 0144

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**ADVOCACY CONTACTS IN YOUR REGION**

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**ABERDEEN CITY COUNCIL**

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**Advocacy Service Aberdeen**

Aberdeen Business Centre  
 Willowbank House  
 Willowbank Road  
 Aberdeen AB11 6YG  
 01224-332314  
[asa@advocacy.org.uk](mailto:asa@advocacy.org.uk)

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**ABERDEENSHIRE COUNCIL**

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**Advocacy North East**

Thainstone Business Centre  
 Inverurie  
 Aberdeenshire  
 AB15 5TB  
 01467-622674  
[advocacy@btinternet.com](mailto:advocacy@btinternet.com)

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**ANGUS COUNCIL**

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**Angus Independent Advocacy**

Carol White  
 62 High St  
 Arbroath  
 DD11 1AW  
 01241-434413

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**Angus Young Carers**

60 High St  
 Arbroath  
 DD11 1AW  
 01241-439157  
[Anguscarers@carers.net](mailto:Anguscarers@carers.net)

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**CITY OF EDINBURGH COUNCIL**

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**Vocal Advocacy**

Jessica Rogaly  
 8-13 Johnston Terrace  
 Edinburgh  
 EH1 2PW  
 0131-622 6666  
[advocacy@vocal.carers.net](mailto:advocacy@vocal.carers.net)

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**Edinburgh Development Group**

John Cotton Business Centre  
 Sunnyside  
 Edinburgh EH7 5RA  
 0131-476 0522  
[info@edg-sco.org](mailto:info@edg-sco.org)

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**Partners in Advocacy**

Neil McCarthy Unit 17 John Cotter  
Business Centre  
Sunnyside  
Edinburgh  
EH7 5RA

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**Overload Network**

Janice Hill  
137 West Port  
Edinburgh  
EH3 9DP  
0131-466 0891

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**SNIP**

Royal Hospital for Sick Children  
14 Rillbank Terrace  
Edinburgh EH91L  
0131-536 0583

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**COMHAIRLE NAN EILEAN SIAR  
(WESTERN ISLES)****Advocacy Western Isles**

27 Bayhead  
Stornoway  
Western Isles  
HS1 2DU  
01851-701755

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**DUMFRIES & GALLOWAY COUNCIL****Pass Direct**

11 Buccleuch St  
Dumfries  
DG1 2AT  
01387-247237  
passdirect@advocates.fsnet.co.uk

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**DUNDEE CITY COUNCIL****Pamis (Profound and Multiple  
Impairment Service)**

Kate Mure  
White Top Research Unit,  
Frankland Building  
15/16 Springfield University of Dundee  
Dundee DD1 4HN  
01382-345154  
pamis@socialwork.dundee.ac.uk

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**Parent to Parent**

Wallacetown Health Centre,  
Lyon St  
Dundee  
DD4 6RB  
01382-455200  
admin@parent-to-parent.org

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**EAST LoTHIAN COUNCIL****A.B.E.L (Anti bullying East Lothian)**

Brunton Hall  
Ladywell Way  
Musselburgh  
EH21 6AF  
0131-653 4525  
abel@eastlothian.gov.uk

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**FIFE COUNCIL****Dunfermline Advocacy Initiative**

Alison Inglis  
2 Halbeath Rd  
Dunfermline  
Fife KY12 7QX  
01383-624382  
Advocacy.initiative@btinternet.com

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**GLASGOW CITY COUNCIL**

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**Ace Advocacy (Enable)**

Ms Leena Gillis  
6th Floor, 7 Buchanan St  
Glasgow  
G1 3HL  
0141-226 4541

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**The Calm Project**

Ann Gibb  
35 Muirshiel Crescent  
Priesthill  
Glasgow G54 6PQ  
0141-881 7452  
www.ymcaglasgow.org

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**Drumchapel Advocacy Service/Children's Rights Project**

Claire Wadsworth  
Unit 28, 42 Dalsetter Avenue  
Drumchapel  
Glasgow G15 8TE  
0141-944 0507  
law@dmlmac.fsnet.co.uk

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**Equal Say**

Colin Graham  
North West Project (Main Office)  
11-13 Downhill St, Partick  
Glasgow G11 5QA  
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