

**SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND) ACTION PLAN
(SEPTEMBER 2017 – APRIL 2018)**

The action plan has been developed from the recommendations for action made as a result of the SEND self-evaluation and action plan review carried out in August 2017. Actions identified were cross-referenced against all of the research data and evidence provided during the review by key managers across partner agencies in Peterborough. The full report of the review is available on the local offer website and attached for reference

Our Vision: “All children and young people, including those with special needs or a disability achieve well in their early years, at school and in college; lead happy and fulfilled lives and have choice and control.”

The work identified in the action plan is underpinned by the following shared principles and core aims:

Our core aims are to:

- Enhance the life chances of children and young people with special educational needs
- Enable families and young people to have increased control over the support that they need
- Improve cooperation between education, health and care services that support children and their families
- Involve children, young people and their families in reviewing and developing provision

In working to achieve the core aims and outcomes identified in the action plan we adhere to the following principles of:

1. Putting children and young people first
2. Ensuring coproduction and participation
3. Effective early identification, assessment and support
4. Effective preparation for adult life
5. Maintaining high expectations for every child and young person

1. CO-PRODUCTION AND PARTICIPATION			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1 st 2018	RAG
Co-production and participation of children, young people and parents/carers is routine in both individual and service planning and development	1.1 Include at least 2 SMART outcomes in every team/service plan with an aim of increasing participation of parents/carers, children and young people and others, in service planning	<ul style="list-style-type: none"> Feedback from every service re participation is reflected on the local offer. Feedback shows that the majority of service users report that they feel listened to. <p>Lead: All service managers</p>	
	1.2 Coproduce guidance on good practice for the engagement of children and young people with SEND for all services ensuring that this includes: <ul style="list-style-type: none"> ideas about monitoring practices through evaluative feedback the development of core principles, indicative of a positive experience, ideas about how to involve children and young people in their own assessments guidance on how to ensure that the child/young person's views have been taken into account (e.g recorded in part A of an EHC plan) 	<ul style="list-style-type: none"> Guidance in place and rolled out across agencies <p>Lead: Matt Oliver (MO)</p>	
	1.3 Put into place an agreed system to help with capturing the views of children and young people e.g. MOMO express; use of Open Objects	<ul style="list-style-type: none"> System for capturing views is in place All services and partners show evidence of using e.g. in assessment reports <p>Lead: MO</p>	
	1.4 Develop a process and associated monitoring in order to track and ensure continuing improvements in the quality of co – production with parents/carers and young people e.g. a six monthly review with parents/carers	<ul style="list-style-type: none"> Process agreed. First review identifies strengths and gaps and action to address <p>Lead: Sheelagh Sullivan (SES), Jacky Cozens(JC)</p>	

2. PREPARED FOR ADULT LIFE			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1st 2018	RAG
	2.1 Review, and have agreed by the Transformation Board, the role and terms of reference of the PfA group	<ul style="list-style-type: none"> Agreed role and mandate with clear action plan in place Lead: Julie Bennett (JB)	
More young people go on to post – 16 education, employment and training	2.2 Update the PfA action plan to ensure that the work undertaken will enable the requirements outlined in the SEND Code of Practice to be addressed and to ensure that the right representatives from across the agencies are attendees.	<ul style="list-style-type: none"> 100% attendance and input from partner agencies as required by action plan Satisfaction surveys are used to inform and review work Lead: JB	
Good health Improved choice and control over living arrangements	2.3 Individual plans include targets relevant to preparation for and moving into adult life for young people who will be using adult health, and social care services and housing, from the earliest years.	<ul style="list-style-type: none"> Action plans (EHCP, PEP) etc show evidence of PfA Audit by every service and recorded on data dashboard Lead: All service managers	
Improved satisfaction with transitions from children's into adult services	2.4 Provide a joint annual report with Family Voice on the level of engagement and input of all agencies to a young person's transition review	<ul style="list-style-type: none"> Joint annual report provided Lead: SES	
Participation in the community and friendships	2.5 0-25 social work team to review and get "signed off" existing partnerships and arrangements for transition across the cohort of all young people transitioning to adulthood	<ul style="list-style-type: none"> Arrangements agreed, signed off and in place with clear evaluative measures Lead: Graham Puckering (GPu)	
3. PERSONAL BUDGETS			
Effective use of personal budget offer by parent/carers and young people	3.1 Have local access and monitoring arrangements for personal budgets in place with clear responsibilities for all agencies	<ul style="list-style-type: none"> Increase in number of agreed requests for personal budgets in Education Health and Care Plans. Lead: SES, GPu Linda Houghton (LH)	

4. EARLY IDENTIFICATION; ASSESSMENT AND SUPPORT			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1st 2018	RAG
"A tell it once" approach	Communication and access to services 4.1 Review the successful characteristics of a "key working" type role and ensure that they are used to inform working practice and the protocols across all services.	<ul style="list-style-type: none"> Parent/carers report that they are clear about who to talk to and that they are not having to repeat themselves many times Lead: Karen Hingston (KH)	
Accurate and timely identification of SEN and disability	4.2 Services provide clarity about their offer, role and what to expect. All services review the ways in which information, decisions, access criteria and publicity are communicated by all services	<ul style="list-style-type: none"> Parent/carers and young people feedback that they are clear about how to get support, who to ask and understand information provided. Services have clear protocols for communicating with families. Lead: All service managers	
Consistent high quality of SEN support across the City	Quality First teaching and SEN support 4.3 Coproduce guidance for educational settings re. LA expectations for early identification, the graduated approach to assessment and support and planning for those with exceptional needs	<ul style="list-style-type: none"> SENCOs report increased clarity and confidence about what is expected in SEN support Decrease in number of requests for an EHC needs assessment Increase in parent/carer confidence in local schools Lead: SES, Gary Perkins (GP), KH	
	4.4 Hub networks trial London Leadership strategy SEND peer review	<ul style="list-style-type: none"> Hub network feedback to SENCOs Lead: SES	
	4.5 Embed the SENCO network including the role of the Peterborough SENCO	<ul style="list-style-type: none"> Feedback from each SENCO event shows improved confidence in SEND Lead: SES	
A simple outcomes focused integrated multiagency assessment, planning and review process is provided	Integrated working 4.6 Map the effective practices in this area across the City e.g. early help, multi-agency panels	<ul style="list-style-type: none"> Process map in place Lead : ?	

4. EARLY IDENTIFICATION; ASSESSMENT AND SUPPORT (contd.)			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1st 2018	RAG
	4.7 That the process of assessment, planning and sharing information for children and young people moving into and out of hospital is reviewed and a clear multiagency protocol put into place	<ul style="list-style-type: none"> Parents/carers and young people report increased confidence in the system Lead: SES	
	4.8 Develop data and understanding to ensure earlier identification of young people requiring transitional planning involving the O-25 social work team	<ul style="list-style-type: none"> Improved identification and relevant involvement from 0 – 25 social work team Lead: GPU	
All parties meet their statutory duties	Statutory duties 4.9 Coproduce and publish an accessibility strategy	<ul style="list-style-type: none"> Plan in place Lead: GP 	
	4.10 Review the health process for completion and submission of statutory advice	<ul style="list-style-type: none"> Health advice is provided in time on 100% of occasions Lead: LH 	
	4.11 DCO post successfully recruited to	<ul style="list-style-type: none"> DCO in post Lead: LH 	
	4.12 Review the process in social care for for completion and submission of statutory advice	<ul style="list-style-type: none"> Social work advice is provided and on time on 100% occasions Lead: GPU 	
	4.13 Establish clear criteria to improve the consistency and quality of all agency statutory reports	<ul style="list-style-type: none"> All stakeholders report clear and accessible reports provided Lead: SES, GPU, LH 	
	4.14 EHC plans consistently include reference to targeted services provided by health and social care e.g. support for social activities	<ul style="list-style-type: none"> Audit of plans shows that they include the relevant information Lead: SES 	
	4.15 Review the planned action for the completion of Transfer to ensure proposed strategy will enable the authority to meet the Mar 31 st 2018 deadline	<ul style="list-style-type: none"> Review indicates process in place will enable the target to be met Lead: SES 	
	4.16 Develop guidance on the annual review process for educational settings. Increase the proportion of reviews completed	<ul style="list-style-type: none"> SENCOs report better understanding of the process. 80% annual reviews are completed in time Lead: SES	

5. JOINT COMMISSIONING			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1st 2018	RAG
Increased parent/carer satisfaction with access to local services	5.1 Agree process for moving plan into work of JCU subgroup and link to SEND charter	<ul style="list-style-type: none"> Process agreed and achieved Lead: Janet Dullaghan (JD) KH, GP, SES	
Improved parental confidence	5.2 Confirm and publish the arrangements that are in place to enable children and young people and their parents/carers to provide feedback about their experiences and how this is used to inform joint commissioning	<ul style="list-style-type: none"> Parents/carers and young people involved in planning new service and provisions. Arrangements published and parents/carers report that they are clear how their views are taken into account. Lead: JD, SES (JCU subgroup) All service managers	
	5.3 Develop regular monitoring arrangements to record how often and by whom the new (Open Objects) local offer website is used	<ul style="list-style-type: none"> Monitoring arrangements in place. Annual increase in use of website recorded. Lead: JC	
	5.4 Set up a cross agency task and finish group to review the protocol for monitoring and review of independent placements for looked after children with SEND and children and young people with highly complex needs to include analysis of: <ul style="list-style-type: none"> consistency of practice the way in which the child's views and experiences are captured to whom views are reported how follow up is determined and action recorded 	<ul style="list-style-type: none"> JCU subgroup pick up this area of work and develop a protocol Lead: JD, SES	
	5.5 Develop a commissioning strategy for short break resources to ensure a focus on continuation of services and support post 18	<ul style="list-style-type: none"> Agreed strategy in place Lead: GPu, JD	

6. MONITORING AND IMPROVING OUTCOMES			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1st 2018	RAG
Improved progress and attainment and narrowing of the gap for children and young people with SEND	6.1 Develop a relevant multi agency SEND “data dashboard” that includes performance data to cover identifying needs, judging the timeliness of meeting needs, quality of processes and outcomes.	<ul style="list-style-type: none"> Annual report shows improvements year on year against agreed criteria Lead: All services reporting to JCU subgroup	
Effective use of data to inform strategic planning and targeted use of resources	6.2 Include clear measures of impact and outcomes of work with children, young people and their families in all service plans and ensure that these are also clear on the child/young person’s record including: <ul style="list-style-type: none"> the impact of support/interventions for a child/young person an audit of a range of data - using that information to make improvements in the services provided one case review, at least three times a year, with practitioners to provide an opportunity to reflect on the success of the support for the child or young person and to identify any areas where improvements in practice are needed 	<ul style="list-style-type: none"> Each service provides an annual report showing evidence of impact and outcomes of the work of the service Lead: All service managers	
	6.3 Ensure that the sharing of relevant information between local authority services is routine and information and communication protocols are consistently followed <ul style="list-style-type: none"> Carry out a survey of 3 complex cases to review the experience of the communication involved from professionals and family point of view on an annual basis Provide feedback to all involved on what worked and areas for improvement 	<ul style="list-style-type: none"> In every service families report satisfaction with management of communication and sharing of information by local area services Lead: All service managers	

6. MONITORING AND IMPROVING OUTCOMES (contd.)			
LONGER TERM SUCCESS	AGREED ACTION 2017 - 18	SUCCESS MEASURES By April 1st 2018	RAG
	School level SEND data 6.4 Report SEND progress and attainment data annually to the SEND partnership board Where appropriate identify follow up work for the Area SENCo, SENCo network or school advisor.	<ul style="list-style-type: none"> Improved cross service understanding of areas of strength and where support may be needed in relation to the outcomes for pupils with SEND Lead: GP	
	EHC needs assessment database 6.5 Put into place an effective database that is fully operational, fit for purpose and the required resource identified to ensure successful implementation. That the workforce responsible for the administration of the database are fully updated and trained in its operation and confident in its use	<ul style="list-style-type: none"> Database in place All staff are trained Lead: Vicky Pallazon (VP)	
	Liquid logic 6.6 That the education section in LL is developed to include a drop down field that would enable the identification of a child/young person in receipt of additional SEN support	<ul style="list-style-type: none"> Field in place and in use Lead: Tina Hornsby (TH)	