

## **Medway Local Area Written Statement of Action April 2018**

# Children and Young People with Special Educational Needs and Disabilities aged 0-25

## Introduction

In December 2017, Ofsted and the Care Quality Commission carried out a five day joint local area inspection in Medway. The SEND Local Area Inspections were introduced in May 2016 and aim to establish how effective the local areas are in implementing the special educational needs and disabilities reforms set out in the Children and Families Act 2014. The inspection findings were published on the 8<sup>th</sup> February 2018 in the form of a letter addressed to the Director of Children and Adult Services.

The inspectors concluded that there were some areas of significant weakness and determined that a written statement of action should be developed jointly between Medway Clinical Commissioning Group and Medway Council. This written statement of action forms the basis of an improvement plan and documents the outcomes that we, as a local area, are working towards and the actions we are taking in response to the areas of weakness outlined in the published inspection outcome letter.

The areas of significant weakness the inspectors asked us to specifically address in the written statement of action are:-

- the lack of joint strategic leadership across the area between the council, the CCG and education providers
- the lack of a clearly communicated strategy that is understood and shared by leaders across the area
- the extent to which providers in the area take suitable responsibility for ensuring the effective implementation of the reforms
- the lack of clearly understood and effective lines of accountability
- the quality and rigour of self-evaluation and monitoring and its effectiveness in driving improvement
- the sufficiency of information to inform accurate evaluation
- the quality of EHC plans
- the lack of effective co-production at all levels.

Outcomes within this plan reflect our commitment to improved joint working towards a shared vision across all partners to improve outcomes for children, young people and their families. This plan has been jointly developed to inform the priorities and strategic vision we will set out in our revised strategy for children and young people with special educational needs and disability aged 0-25 years.

### **Monitoring Arrangements**

The SEND Improvement Board will monitor the pace and quality of improvement across the local area through meetings held every month. Delivery of the outcomes within this improvement plan will be further supported by the SEND Operational Group reporting directly to the board.

#### Meetings through which this improvement plan will be monitored

- Special Educational Needs and Disability Improvement Board
- Special Educational Needs and Disability Operational Group
- Children's Strategic Transformation Board
- CCG Governing Board
- Health and Well-being Board
- Children and Young Peoples Overview and Scrutiny Committee

### **Governance**

The **Health and Wellbeing Board** - provides strategic leadership for health and wellbeing across the area, ensuring integration and partnership work between the local authority, public health and NHS services – this board will ensure that action is taken to make the improvements required.

**Medway Clinical Commissioning Group Governing Board** - Medway Clinical Commissioning Group has a governing body made up of local GPs, a registered nurse and several lay members, all working with a network of health professionals across the area. The role of the board is to ensure that the CCG has appropriate arrangements in place to exercise its functions effectively, efficiently and economically. The board will ensure that action is taken to make the SEND improvements required across the NHS services in Medway.

**Children’s Strategic Transformation Board** – This Board exists to oversee the development and delivery of Children’s services including services for children who have SEND across Medway, to co-ordinate strategic planning and leadership on a multiagency basis and to monitor quality assurance and service improvement using an approach that ensures delivery of outcomes in context of regulation and inspection.

The **Children and Young Peoples Overview and Scrutiny Committee**, provides scrutiny of budget plans, policies and strategies and holds service leaders to account for their decisions and performance. Regular reports on the local areas response in addressing the areas of weakness will be presented to this committee.

The **SEND Improvement Board** – The Board is Co-chaired by the Lead Member for Children and the CCG Chief Nurse and comprises a range of education, health and social care leaders, parent/carers and young people. It will provide formal oversight and scrutiny of the local area’s progress addressing the areas of weakness in this Written Statement of Action. It will review progress monthly and hold to account the organisations responsible for improving outcomes.

Progress on the operational delivery of the actions in this statement will be monitored by the SEND Operations Group with monthly reporting to the SEND Improvement Board.

A governance chart is included in Annex A.

Action plan to address the areas of weakness identified during the inspection.

This section details the Priority Actions we will take to address the areas of significant weakness identified during the inspection.

<b>A. The lack of strategic leadership across the area between the council, the CCG and education providers AND B. The lack of clearly understood and effective lines of accountability</b>	<b>Progress</b>
<p>Outcomes we are seeking to achieve:-</p> <ul style="list-style-type: none"> <li>• There is effective joint strategic leadership across the area between the council, the CCG and education providers.</li> <li>• Education Leaders in the area take suitable responsibility for ensuring the effective implementation of the SEND reforms.</li> <li>• To have established and effective joint arrangement's for holding leaders to account across education, health and social care through the SEND Improvement Board, CCG Governance Board, Children's Transformation Board, Adult and Children's Overview and Scrutiny Boards.</li> <li>• Senior leaders and elected members provide robust challenge and support to agencies delivering the reforms.</li> <li>• There are well established escalation procedures that lead to practical changes and improve outcomes for children and young people with SEND.</li> </ul>	<p>Blue - Completed Green – On Track Amber - On Track; some concerns Red – No Progress/major Concerns</p>

<b>Required Outcome:</b>  A.1 There is a clear line of governance from the SEND Improvement Board to the Children's Transformation Board and CCG Governing Board.							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>

SEND Improvement Board is established and co-chaired by CCG and Lead Member.	February 2018	Director of Children and Adult Services Chief Nurse, CCG	There is an established SEND Improvement Board that meets monthly and is regularly attended by key senior leaders from education, health and the council.				
SEND Improvement Board Terms of Reference are agreed, including membership.	March 2018	Director of Children and Adult Services Chief Nurse, CCG	The SEND Improvement Board Terms of reference are agreed.				

<b>Required Outcome:</b>							
A.2 Visibility and scrutiny of SEND takes place at Overview and Scrutiny Committee.							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Outcome of SEND Inspection is presented to Overview and Scrutiny Committee.	March 2018	Director of Children and Adult Services /Head of Integrated 0-25 Disability Services	Overview and Scrutiny Committee are informed of the outcome of the SEND Local Area Inspection.				
Updates are on progress on Written Statement of Action are presented to Overview and Scrutiny every 4 months.	August 2018 November 2018 Feb 2018	Director of Children and Adult Services /Head of Integrated 0-25 Disability Services	Overview and Scrutiny are provided with regular updates and are able to support and challenge progress on the improvement plan.				

<b>Required Outcome:</b>							
A.3 There is strategic oversight of SEND across education, health, children and adults social care.							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
SEND Improvement Board provides updates on progress on improvement actions to Children's Transformation Board.	July 2018 August 2018 November 2018 Feb 2018	Director of Children and Adult Services	Children's Strategic Transformation Board is provided with regular updates and are able to support and challenge progress on the improvement plan.				
SEND Improvement Board provides updates on progress on improvement actions to CCG Governing Board.	monthly	Chief Nurse, CCG	The CCG Governing Board is provided with regular updates and are able to support and challenge progress on the improvement plan.				
Regular performance reports on progress on improvement actions are provided by SEND Operational Group.	monthly	Director of Children and Adult Services /Chief Nurse, CCG Head of Integrated 0-25 Disability Services	SEND Improvement Board is provided with regular updates and are able to support and challenge progress on the improvement plan.				

<b>Required Outcome:</b>							
B.1 Education Leaders in the area take suitable responsibility for ensuring the effective implementation of the SEND reforms							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>

Education Representatives and Regional Schools Commissioner are part of SEND Improvement Board membership.	March 2018	Director of Children and Adult Services /Chief Nurse, CCG	Education Leaders are represented on the SEND Improvement Board.				
Mainstream Primary schools identify and meet pupils' special educational needs in a timely way resulting in pupils getting the support they need from the beginning of their school journey.	Feb 2019	Director of Children and Adult Services /Primary School Leader	Parents report that they are confident that their child's needs are being met by mainstream schools at SEN Support and EHCPs support levels.				
Good practice guidelines for transition between primary and secondary school and secondary to Post 16/19 provision are developed and adopted by education providers and parents/carers and young people.	Feb 2019	Director of Children and Adult Services / Medway Parent Carer Forum	Pupils who have EHCP's and their parents report that their transition to primary school, from primary to secondary school and from secondary to Post 16/19 placement was well planned and that they feel supported to cope with the challenges of the next stage of their education				

<b>Required Outcome:</b>							
B.2 Regular communications are sent from senior leaders to education, health and care services, as well as to and from parents and parent organisations							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
A joint communication plan is developed to include a monthly briefing for all staff across providers, health, education and social care	May 2018	Communications Officer, Designated Clinical Officer, Joint	Staff across all agencies receive a regular update on progress made towards SEND Improvements, including information about training and next steps.				

		Commissioning Programme Lead					
A monthly written briefing is written to inform parents and carers about the progress being made towards SEND Improvements and distributed via Medway Parent Carer Forum and The Local Offer.	May 2018	Communications Officer, Designated Clinical Officer , Joint Commissioning Programme Lead	A monthly written briefing is produced and available to parents and young people via The Local Offer and the MPCF website				

C. The lack of a clearly communicated strategy that is understood and shared by leaders across the area.	Progress
<p><b>Outcomes we are seeking to achieve:-</b></p> <ul style="list-style-type: none"> <li>To have a clear joint SEND Strategy across Medway Local Area co-produced with parent and young people.</li> <li>The strategy is communicated widely.</li> </ul>	<p>Blue - Completed  Green – On Track  Amber - On Track; some concerns  Red – No Progress/major Concerns</p>

Required Outcome: C.1 The SEND Improvement Board agrees a joint SEND strategy across Medway Local Area							
Actions	By When	Strategic Lead/Operational Lead	Measures of Success	August 2018	Nov 2018	Feb 2019	May 2019
The SEND Improvement Board, including parents and young people agrees key visions and aims for the local area based on the SEND Improvement Plan	Nov 2018	Chief Nurse, CCG /Director of Children and Adult Services	There is a clearly communicated joint Medway SEND Local Area Strategy published on The Local Offer and schools, parents and young people are aware of it.				
The SEND Improvement Board completes a consultation on a draft SEND strategy	Feb 2019	Chief Nurse, CCG / Director of Children and Adult Services Participation Officer					

A SEND Strategy communication plan is developed and implemented	May 2019	Communications Officer, Designated Clinical Officer Joint Commissioning Programme Lead					
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<b>Required Outcome:</b>							
C.2 Parents and Young People are partners in producing the SEND Local Area Strategy.							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
To include parents and young people on the SEND Improvement Board.	May 2018	Director of Children and Adult Services /Chief Nurse, CCG /MPCF	Parents and Young People report that they have been involved in the production of the SEND Local Area Strategy.				
As part of the involvement and engagement of the Young Peoples Disability Group, to ensure they provide feedback on the draft SEND Strategy and act that this is acted on.	Nov 2018						
MPCF to ensure that parents and carers are aware of the draft SEND Strategy and fully involved in its development.	Nov 2018						

**Required Outcome:-**

C.3 The local area leaders understand the current and future need for SEND educational places and have a clear SEN place commissioning plan.

<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Analysis of the current and predicted future demand for SEND resource and special school provision is completed, establishing trends.	Feb 2019	Director of Children and Adult Services/Head of Integrated 0-25 Disability Services	The SEND Local Area Strategy includes the commissioning plan for SEN places.				
A 5 year SEN Place Commissioning Plan is written and published as part of the SEND Joint Strategy.	Feb 2019	Director of Children and Adult Services /Head of Integrated 0-25 Disability Services	The number of children and young people who have an EHCP and who are educated out of area is reduced.				

<b>D. The extent to which providers in the area take responsibility for ensuring the effective implementation of the reforms.</b>	<b>Progress</b>
<p><b>Outcomes we are seeking to achieve:-</b></p> <ul style="list-style-type: none"> <li>• The number of pupils being excluded from schools in Medway is reduced.</li> <li>• Schools are providing effective alternative provision for children at risk of exclusion.</li> <li>• Mainstream Schools are meeting children’s special educational needs in a timely way.</li> <li>• New Integrated Children’s Community Health Service and Wellbeing Contracts are mobilised and monitored to ensure they are consistently meeting the needs of children and young people who have SEND.</li> </ul>	<p>Blue - Completed  Green – On Track  Amber - On Track; some concerns  Red – No Progress/major Concerns</p>

<b>Required Outcome:-</b>  D.1 Head Teachers recognise their responsibility to offer alternative provision effectively to support children at risk of exclusion and who are struggling to cope in mainstream classes							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Complete a review of the effectiveness of the current Alternative Provision in Medway.	August 2018	Director of Children and Adult Services / Deputy Director of Children and Adult Services	Schools report that they are aware of the alternative provision Schools provide effective provision for SEN pupils at risk of exclusion. An Alternative Provision Strategy and action plan is agreed and in place across Medway				
To establish an Alternative Provision reference group including representatives from the local authority, CCG and schools	May 2018	Director of Children and Adult Services /	An Alternative Provision reference group assist in implementation of Alternative Provision Strategy.				

**Required Outcome:-**

D.2 Fixed term and permanent exclusions are reduced through continuing support and challenge to schools.

<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Review of exclusions data to be completed by School Challenge and Improvement Team and Performance and Intelligence Team including SEND pupils.	May 2018	Deputy Director of Children and Adult Services / Head of Early Help and Targeted Services / Business Information officer /School Challenge and Improvement Lead	The numbers of children having a fixed term or permanent exclusion are reduced.				
Report of review of exclusion data is presented to SEND Improvement Board	August 2018	Deputy Director of Children and Adult Services/Head of Early Help and Targeted Services	SEND Improvement Board agree with recommendations of review.				
Update report on the exclusion data is presented to SEND Improvement Board every 3 months	Nov 2018 Feb 2019 May 2019	Deputy Director of Children and Adult Services Head of Early Help and Targeted Services	SEND Improvement Board have oversight of the current exclusion data and are able to use this to inform decisions about improvements required.				
The highest 5 excluding secondary schools are identified and targeted support provided to reduce permanent exclusions.	August 2018	Deputy Director of Children and Adult Services /Head of Early Help and Targeted Services / School Challenge	The numbers of children being excluded from these schools reduces from Autumn 2018				

		and Improvement Lead					
Strategic School Improvement funded Inclusion Programme implemented with Primary Schools	Nov 2018	Deputy Director of Children and Adult Services /Head of Early Help and Targeted Services / School Challenge and Improvement Lead Joint Commissioning Programme Lead	A practice “toolkit” is written by participating primary schools to include resources and guidance on meeting SEND and behavioural needs in school and leadership role in promoting inclusion.				
Bid for Strategic School Improvement Funding for Secondary School Inclusion Programme to be submitted	August 2018	Deputy Director of Children and Adult Services /Head of Early Help and Targeted Services / School Challenge and Improvement Lead / Joint Commissioning Programme Lead	If bid is successful, a practice “toolkit” is written by participating secondary schools to include resources and guidance on meeting SEND and behavioural needs in school and leadership role in promoting inclusion				
Develop an Outreach Support and Challenge Inclusion Service	Feb 2019	Deputy Director of Children and Adult Services /Head of Early Help and Targeted Services / School Challenge and Improvement Lead / Joint Commissioning Programme Lead	Resources are available in the local area to support and challenge schools on inclusion issues.				

**Required Outcome:-**

D.3 Mainstream primary schools identify and meet pupil's special educational needs in a timely way.

<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Scrutiny of SEND School Census data to establish where schools may be over or under identifying SEND by working party of education providers and local authority officers.	May 2018	Director of Children and Adult Services /Chief Nurse, CCG School Challenge and Improvement Lead /Regional School Commissioner	Pupils get the support they need from the beginning of their school journey.				
Implement Royal Opera House Bridge joint funded Transition Pilot aimed at identifying and providing the support to vulnerable children during transfer to secondary school, including children who have SEN.	May 2018-Nov 2018	Director of Children and Adult Services /Chief Nurse, CCG School Challenge and Improvement Lead /Regional Schools Commissioner	Parents report that their children's needs are being met in primary school and there is a reduction in the number of parental requests for EHCP assessment				
Contact schools that successfully use "Top Up" funding to support children who have SEND in mainstream schools without the need of the EHCP and develop case studies to use as good practice examples with other schools.	Nov 2018	Director of Children and Adult Services SEN Assessment Manager					

To use allocated Educational Psychology in each school to assist schools to identify students who require additional support at SEN Support level and who schools should be making an EHCP request for.	May 2018	Director of Children and Adult Services Principal Educational Psychologist	Parents report that their children's needs are being met in primary school and there is a reduction in the number of parental requests for EHCP assessment				
To provide support and training to school leaders and SENCO's to allow them to better identify children who have special educational needs and disabilities.	May 2019	Director of Children and Adult Services SEN Assessment Manager	SENCO's attend SENCO Network, SENCO Conferences and training.				

<b>Required Outcome:-</b> D.4 New Integrated Children's Community Health Service and Wellbeing Contracts are mobilised and monitored.							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Joint Commissioning team to work with new providers to ensure timely mobilisation of new contracts.	June 2018	Chief Nurse, CCG /Joint Commissioning Programme Lead	New Integrated Children's Community Health Service and Wellbeing Contracts are consistently meeting the needs of children and young people who have SEND.				
Joint Commissioning Team to work with Medway Community Healthcare and NELFT to develop joint pathways of care for children and young people with neurodevelopmental conditions	August 2018		NICE compliant ASD assessment pathway is in place in Medway and audit and monitoring of this shows that this service is compliant and assessment and diagnostic waiting times are reducing.				

and for those displaying challenging behaviour.							
Joint Commissioning Team works with new contract providers to ensure that children requiring assessment and intervention from more than one health professional are routinely offered a joint assessment.	Feb 2019		Parents report that they are routinely being offered joint health assessments and say that this reduces their stress and the duplication of appointments.				

<b>E. The quality and rigour of self-evaluation and monitoring and its effectiveness in driving improvement.</b> <b>AND</b> <b>F. The sufficiency of information to inform accurate evaluation.</b>	<b>Progress</b>
<p>Outcomes we are seeking to achieve:-</p> <ul style="list-style-type: none"> <li>• Medway’s self-evaluation is sufficiently detailed to ensure the drive required to improve in identified areas of weakness.</li> <li>• Data is used to give a clear understanding of our starting points and the impact of actions taken to improve the effectiveness of services.</li> <li>• Feedback is routinely gathered from parents, carers and young people to inform monitoring of performance, quality and to identify gaps in services.</li> </ul>	<p>Blue - Completed  Green – On Track  Amber - On Track; some concerns  Red – No Progress/major Concerns</p>

<b>Required Outcome:-</b> E.1 Improve accuracy of the Local Areas’ Self Evaluation							
Actions	By When	Strategic Lead/Operational Lead	Measures of Success	August 2018	Nov 2018	Feb 2019	May 2019
Develop SEN Data Dashboard	May 2018	Director of Children and Adult Services / Chief Nurse, CCG Business Information officer	A regularly updated SEN Data Dashboard is maintained and used to inform Medway’s Self Evaluation and measure progress on improvements.				
Analysis of data to be presented to SEND Improvement Board monthly	Starting May 2018	Director of Children and Adult Services /Chief Nurse, CCG	SEND Improvement Board are able to scrutinise and form actions that are based on accurate and timely data				

		Business Information officer					
Clear performance targets to be identified and data and feedback to be used to monitor performance.	August 2018	Director of Children and Adult Services /Chief Nurse, CCG	Performance is measured accurately against clear targets				

<b>Required Outcome:-</b>							
F.1 Regular feedback from parents and young people is obtained and used to measure performance against actions and targets							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
Complete Parent Carer Survey of parents who have a child on SEN Support and EHCP to establish key areas of concern from parents.	August 2018	Director of Children and Adult Services / Chief Nurse, CCG / Participation Officer	Feedback from Parents and Young People is gathered regularly and used to inform the impact of improvements and action plan.				
Design and implement a parent/ carer feedback survey for each service area.	Nov 2018						
Implement Mind of My Own One and Mind of My Own Express to assist us to obtain feedback from children and young people	Nov 2018						
Gather together and analyse all feedback from parents and young people and include this in SEN Data Dashboard	Nov 2018						
Publish a "You Said: We Did" briefing on The Local Offer to show parents the actions taken in response to their feedback	Feb 2019		Parents are provided with information to show how the local area has responded to the feedback they have given.				



G. The Quality of Education, Health and Care Plans	Progress
<p>Outcomes we are seeking to achieve:-</p> <ul style="list-style-type: none"> <li>To ensure that important information about a child or young persons social or health needs is accurately recorded in their Education, Health and Care Plan and that those developing an EHCP have all of the information that they need to identify all of the child's and young person's needs whilst still completing plans on time.</li> <li>To ensure that the high number of direct payments to children and young people to help them access provision such short breaks are recorded in the EHCP and clearly linked to an identified need and outcome.</li> <li>Outcomes on EHCP's are specific and individual to that child and young person.</li> <li>EHC Plans are of a high quality that meets the education, health and care needs of children and young people with SEND.</li> </ul>	<p>Blue - Completed  Green – On Track  Amber - On Track; some concerns  Red – No Progress/major Concerns</p>

Required Outcome:- G.1 EHCP's contain all of the key information required to accurately identify needs.							
Actions	By When	Strategic Lead/Operational Lead	Measures of Success	August 2018	Nov 2018	Feb 2019	May 2019
Ensure that social workers and health professionals are provided with revised guidance and templates to use when providing advice for EHCP's.	May 2018	Director of Children and Adult Services /Chief Nurse, CCG SEN Assessment Manager /Designated Clinical Officer	Audit of EHCP advice indicates that the key information about a child's social care and health needs is accurately recorded in the EHCP.  Professional advice requested for statutory assessment is outcome focussed and is provided within the statutory 6 week timescale.				

			Feedback from parents and young people indicates that they recognise their social care needs on the EHCP				
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<b>Required Outcome:-</b>							
G.2 EHC Plans are of a high quality that meets the education, health and care needs of children and young people with SEND.							
<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
In partnership with parents and young people, establish what a "good" EHCP is and develop an audit tool to measure this	Nov 2018	Director of Children and Adult Services /Chief Nurse, CCG SEN Assessment Manager	Audit of EHCP's is completed on half of the EHCP's issued each month and shows that 85% of them are of good or outstanding quality.				
Social workers and Health Professionals are provided with revised training and guidance on writing SMART outcomes and how to quantify the resource required to meet outcomes	Nov 2018	Director of Children and Adult Services /Chief Nurse, CCG SEN Assessment Manager /Designated Clinical Officer	Provision to meet needs is specific and is outcome focused.				
To develop a single point of access for uploading EHCP advice requests to health services.	Nov 2018	Chief Nurse, CCG Designated Clinical Officer / SEN Assessment Manager	Health service input to EHCP's is timely and of good quality.				

Ensure that the SEN Team routinely request universal health services for advice needed as part of an EHCP assessment.	May 2018	Director of Children and Adult Services SEN Assessment Manager	Health service input to EHCP's is timely and of good quality.				
Ensure that all health services identified as working with a child or young person who has SEND are routinely asked for information needed to inform their EHCP including CAMHS and health visitors.	May 2018	Director of Children and Adult Services SEN Assessment Manager	Health service input to EHCP's is timely and of good quality.				
Social Care and Health Professionals are made aware that they are not able to return advice stating "not known" and that they must complete some assessment/information gathering when asked for advice.	May 2018	Director of Children and Adult Services /Chief Nurse, CCG SEN Assessment Manager /Designated Clinical Officer	Health service input to EHCP's is timely and of good quality.				
To ensure that social care staff provide details of any direct payments received by a child or young person as part of the advice provided as part of an EHCP assessment.	May 2018	Director of Children and Adult Services 0-25 Social Work Team Manager	Audit of EHCP's show that the receipt of direct payments is routinely reflected in the EHCP				

**Required Outcome:-**

G.3 The long term aspirations and needs of young people who have SEND are routinely recorded on EHCP's and it is clear what provision they require to follow a realistic pathway to access employment or supported employment in adulthood.

<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
To work with young people and parents to develop a robust Preparing for Adulthood Pathway that assists young people to identify their long term aspirations and ensures the support they require from health, social care and education is identified in their EHCP.	Nov 2018	Director of Children and Adult Services /Chief Nurse, CCG SEN Assessment Manager /Designated Clinical Officer /Principal Educational Psychologist	Audit of EHCP for young people preparing for adulthood (14+) identifies that the long term aspirations of the young person are clearly recorded.				
To ensure that young people who have SEND have access to good quality Advice and Guidance regarding future employment opportunities, apprenticeships, supported internships and further and higher education courses.	Feb 2019	Director of Children and Adult Services Head of Early Help and Targeted Services	Young People report via a short survey or MOMO that they have received appropriate and timely Advice and Guidance.				
To establish a Supported Internship working group to ensure that the number of supported internships in Medway increases.	May 2018	Director of Children and Adult Services Principal Educational Psychologist	The number of Supported Internships in Medway increases to 20 by Sept 2018 and 30 by Sept 2019.				
To publish the Preparing for Adulthood Pathway on the Local Offer and ensure it is available to	Feb 2019	Director of Children and Adult Services	Information on Preparing for Adulthood is available on The Local Offer.				

young people who have SEND from Year 8.		SEN Assessment Manager / Principal Educational Psychologist					
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H. The lack of effective co-production at all levels	Progress
<p>Outcomes we are seeking to achieve:-</p> <ul style="list-style-type: none"> <li>• Parents and Young People are involved at every level in the planning, commissioning and review of services.</li> <li>• Parents and Young People report that they have taken an active role in the EHCP assessment and review process.</li> </ul>	<p>Blue - Completed  Green – On Track  Amber - On Track; some concerns  Red – No Progress/major Concerns</p>

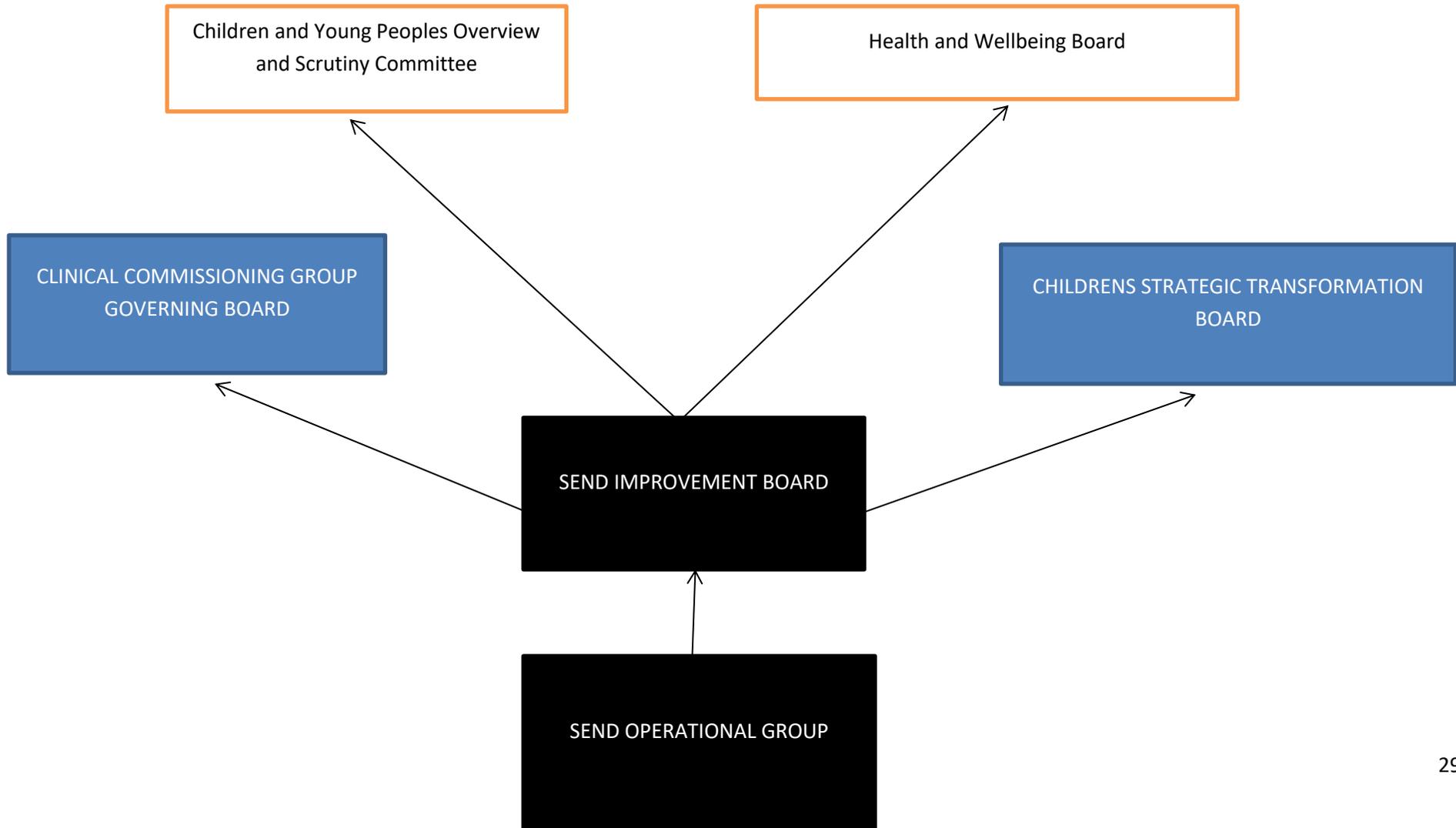
Required Outcome:-							
H.1 Parents and Young People are involved in planning, commissioning and review of services							
Actions	By When	Strategic Lead/Operational Lead	Measures of Success	August 2018	Nov 2018	Feb 2019	May 2019
CCG and Council Leaders attend Medway Parent Carers Liaison Group	May 2018	Director of Children and Adult Services / Chief Nurse, CCG	Medway Parent Carer Forum report that they have good access to council and CCG leaders and are able to raise issues with them.				
Parents and children and young people are routinely invited to attend a meeting during their EHCP assessment to discuss the draft plan and form the outcomes for the child or young person.	Nov 2018	Director of Children and Adult Services /SEN Assessment Manager	Parents, carers and young people report that they are fully involved in the EHCP assessment and review process via a short feedback questionnaire.				
Children and young people are routinely asked to attend their annual review and their wishes and views are clearly recorded.	Nov 2018	Director of Children and Adult Services /SEN Assessment Manager					
Feedback surveys are developed to be completed by parents, children and young people after	August 2018	Director of Children and Adult Services					

the EHCP assessment and annual review, asking parents and young people to comment on how involved they		SEN Assessment Manager					
Develop an annual parent carer survey to receive feedback on how well the local area is meeting the needs of children, parents and carers.	August 2018	Director of Children and Adult Services /Participation Officer					

**H.2 Required Outcome:-**  
 Parents and Young People know where to go and who to contact for advice and support.

<b>Actions</b>	<b>By When</b>	<b>Strategic Lead/Operational Lead</b>	<b>Measures of Success</b>	<b>August 2018</b>	<b>Nov 2018</b>	<b>Feb 2019</b>	<b>May 2019</b>
A marketing and communication campaign is designed and implemented to raise awareness of SENDIASS Service in Medway	August 2018	Director of Children and Adult Services SEN Assessment Manager	Parents and Young People report via annual parent carer survey that they are aware of the SENDIASS service and 80% of parents who receive support say it was helpful.				
The Local Offer includes information on Post 16 options and where to go to obtain good quality advice, guidance and support.	August 2018	Director of Children and Adult Services SEN Assessment Manager	The Local Offer contains good quality information and young people report that they have been able to access this.				

**Annex A – Governance Framework**



Medway Young  
Persons with  
Disability  
Group

Medway  
Council

Medway  
Clinical  
Commissioning  
Group

Medway  
Education  
Leaders  
Association  
(Primary)

Medway  
Secondary  
Heads  
Association

Medway  
Parent Carer  
Forum

Mid Kent  
College

Regional  
Schools  
Commissioners  
Office

# SEND Improvement Board

SEND Improvement Board Membership

**Performance Framework**

<b>Issues</b>	<b>Measure</b>	<b>How Measured</b>
No of Children EHCP/SEN Support	Children and young people (CYP) with EHC Plan	Record Number
	Children and Young People identified as SEN Support by school	Record number by school
Statutory Assessment Process	No of requests for EHCP Assessment received from parents	Record Number
	No of requests for EHCP Assessment received from young people	Record Number
	No of requests for EHCP Assessment received from education providers	Record Number
	No of requests for EHCP Assessment refused	Record Number
	No of EHCP Assessments completed	Record Number
	No of EHCP plans issued following assessment	Record Number
EHCP Reviews	No of "refusal to issue" following EHCP assessment	Record Number
	No of EHCP's Reviewed on time ( within 12 months of issue date or since last review)	Record Number
	No of EHCP ceased following review	Record Number
New EHC Plans	New EHC plans issued within 20 weeks (excluding exceptions)	Record Number
	New EHC plans issued within 20 weeks (including exceptions)	Record Number
Quality of EHC Plans	Overall quality of plans following audit	80% good or outstanding
	% audited plans containing good quality information from social care	100%
	% audited plans containing good quality information from health	100%
	Audit of Year 9 and above EHCP's show that Young People's long term aspirations are recorded in EHCP	80%
	Audit of EHCP's shows Direct Payments are included in the EHCP where received	100%
Supported Internships	Number of Supported Internships in Medway	Record Number

OOA Placements	No of children and YP attending educational provision out of Medway Area	Record Number
Social care involvement for those with EHCPs	Number of Looked After Children	Record Number
	No of Child subject to child protection plan	Record Number
	Number of Child in need	Record Number
Transfers	Early years, primary/secondary transfers completed by Feb 15th	Record number and Percentage
	Post 16 transfers completed by March 31st	Record number and Percentage
Mediation & tribunals	Mediation cases held	Record Number
	Tribunals logged	Record Number
	Tribunals held	Record Number
	Tribunals order in favour of Local Authority	Record Number
	Tribunals involving the single route of redress	Record Number
Exclusions	Permanent exclusion (EHC plan)	Record Number and Rate
	Permanent exclusion (SEND Support)	Record Number and Rate
	Number children with 1+ fixed term exclusion - SEND support	Record Number and Rate
	Numbers of days of education lost due to fixed term exclusions (secondary schools)	Record Number
	Number of exclusion from top 5 excluding secondary schools	Record Number
Absence	Persistent absence rate (SEND support)	Percentage
	Persistent absence rate (EHC plan)	percentage
Attainment	EYFS: Percentage pupils achieving a good level of development at EYFS	Percentage
	Phonics: Percentage of Year 1 pupils achieving phonics standard	Percentage
	KS1: Percentage pupils at KS1 achieving standard in Reading	Percentage
	KS1: Percentage pupils at KS1 achieving standard in Writing	Percentage
	KS1: Percentage pupils at KS1 achieving expected standard in Mathematics	Percentage
	KS2: Percentage of pupils at KS2 at expected standard in RWM	Percentage

	KS4: Percentage of Pupils at KS4 achieving a strong pass in English and Mathematics	Percentage
	KS4: Progress 8	Percentage
Education, employment or training (EET)	Post 16 young people not in education, employment or training	Percentage
	Post 16 Destination Unknown	Record Number
Feedback from children and young people	Young People with EHCP's report in specific survey that they were well supported during transfer to secondary school	80%
	Young People say that they were involved in their EHCP Assessment and that the EHCP reflects their needs	80%
	Children and Young People report that they are happy with the support they receive via EHCP at annual review	80%
	Young People from Year 8 onwards report that they have received appropriate Advice and Guidance	80%
Feedback from parents	Parents report in annual survey that mainstream primary schools are identifying SEN in a timely way- SEN Support/EHCP	80%
	Parents report in annual survey that mainstream primary schools are meeting their child's Special Educational Needs - SEN Support/EHCP	80%
	Parents report in specific survey that their child who has an EHCP was supported well during transfer to secondary school	80%
	Parents say that they were involved in their child's EHCP Assessment and that the EHCP reflects their needs	80%
	Parents report at annual review of the EHCP that their child's needs are being well supported	80%
	Parents report in annual survey that they are aware of The Local Offer and find it useful	80%
	Parents report in annual survey that they are aware of the SENDIASS service	60%
	Parents report in feedback survey that they found SENDIASS service helpful	80%

## Glossary

SEND	Special Educational Needs and Disability
CCG	Clinical Commissioning Group
CAMHS	Child and Adolescent Mental Health Service
MPCF	Medway Parent Carer Forum
EHCP	Education Health and Care Plan
SENDIASS	Special Educational Needs and Disability Independent Advice and Support Service
MoMo	Mind of My Own Application