

# SEND Reforms Torbay

October 2014 (No.4)

The aim of this quarterly briefing is to give an update on the implementation of the SEND reforms which came into effect in September 2014. For further information on any aspect of the reforms please contact 01803 208953 or email [SENDreforms@torbay.gov.uk](mailto:SENDreforms@torbay.gov.uk)

*(hyperlinks are highlighted as bold italic green text)*

As you will no doubt be aware the implementation date for the SEND Reforms – 1st September 2014- has meant a flurry of documents and website updates. Our event on the 10th September was once again very well attended, and Hugh Malyon's input stressed the need for us all to continually consider how we are engaging, and seeking the views, of the young people themselves. Hugh also stressed the importance of how the Local Offer is used / developed within Torbay in order to make it a 'user friendly' resource.

I would like to thank all those who have been involved in the 'lead in period' and the on-going commitment from all parties. The engagement from everyone involved has been impressive, and shows how committed a workforce we have here in Torbay in taking on board these changes, and what we need to do to support the children/ young people and their families in the future.

I look forward to continuing to work with you on these major changes, and hope that this briefing provides you with some insight into the developments which have occurred so far.

*Dorothy Hadleigh, Schools Service Manager*

## Information Advice and Guidance: SENDIASS

We are pleased to announce the formation of SENDIASS Torbay, the new Special Educational Needs and/or Disabilities Information, Advice and Support Service which is a development of the former Torbay Parent Partnership Service. The changes reflect the guidance in the **SEND Code of Practice section 2.4.**

**The contact number for this service is  
01803 208239.**

The new service, working in partnership with The Community Development Trust and Torbay Parents Participation Forum, has recently recruited 3 temporary part-time **SEND Support and Administration** workers to provide drop-in facilities within community based offices in all three towns across the Bay:

- 2 days a week in Torquay based at Torbay Community Development Trust, Temperance Street, Torquay;
- 2 days a week in Paignton based at Healthwatch Torbay in Paignton Library;
- 2 days a week in Brixham based at YES at the Edge, Bolton Street.

The SEND Support and Administration workers are:

- Kelly-Marie Givens
- Alexandra Rendell
- Diane Stubley

Marianne Lewis will continue in her current role as Pupil/Parent Liaison Officer, and will oversee the work of the SEND Support and Administration workers based in the drop-in centres.

In addition to the **SEND Support and Administration** workers there is a requirement placed upon us to offer **Independent Supporters** to spend one-to-one time with families giving them the help and advice they need to progress through the new SEN assessment and Education, Health and Care planning process. Parents or young people can request an Independent Supporter by contacting SENDIASS Torbay on **01803 208239** or email [info@sendasstorbay.org.uk](mailto:info@sendasstorbay.org.uk).

A web page is currently under construction [www.sendasstorbay.org.uk](http://www.sendasstorbay.org.uk) and this will develop over the coming months.

If you have any queries the email address to use is [info@sendasstorbay.org.uk](mailto:info@sendasstorbay.org.uk)

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## SEND Panel (previously known as EHCP Panel)

The SEND panel has been formed by merging the existing Statementing and Access To Resources Disability panels at the request of the SEND Steering Group. This relates to the SEND Code of Practice section 3.7:

‘Partners must agree how they will work together. They should provide personalised, integrated support that delivers positive outcomes for children and young people, bringing together support across education, health and social care from early childhood through to adult life, and improves planning for transition points such as between early years, school and colleges, between children’s and adult social care services, or between paediatric and adult health services’.

The panel has two roles:

1. To decide if statutory assessment is required; and if so:

2. To agree the service provision outlined in the EHCP

The SEND Panel met for the first time on 17th September and will meet fortnightly on a Wednesday morning to consider individual cases. For further information on multi agency decision making in EHCPs please refer to the Code of Practice **3.7-3.12, 3.35, 9.7**.

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## Converting Statements to Education, Health and Care Plans (EHCPs)

The SEN team has recently employed 3 Education, Health and Care Plan Co-ordinators to manage the 900 conversions of Statements to EHCPs that will need to take place over the next 3 years. The new process must include face to face meetings with parents / young people to gather their views and inform the EHCP - Code of Practice **Introduction x, xi, 1.17, 9.21-9.25**.

The Education, Health and Care Plan Coordinators are:

- Hannah Spencer, who joins from the Children’s Disability Team;
- Lauren Wardle from the Adoption Service; and
- Mandy Astin who is seconded from the Portage Team (Mandy will also be the Portage Team lead).

The first group of children are currently in the process of having their Statements of SEN converted to an EHCP as part of the pilot. These children were in Year 5 (as at July 2014) attending mainstream school in preparation for Secondary transfer. The schedule below identifies the task in hand for this forthcoming year:

Year Group	Transfer Review Date	Number of Children
Early Years children entering school in September 2015	Transfer Review held in the month of the anniversary of their original finalised statement date	5
Year 5's (for the academic year 2014-15)	Transfer Review held in the month of the anniversary of their original finalised statement date	71
Year 9's (for the academic year 2014-5)	Transfer review held in the months of the anniversary of their original finalised statement	93
Year 11's (for the academic year 2014-15)	Transfer Review held in the autumn term of 2014	89
Post 16	Young people with a Learning Disability Assessment (LDA – Section 139A) can choose to continue to receive their additional support (if still required) from an LDA or request an EHC assessment. Information and support will be available for young people make this choice	125 (est.)

This schedule will be updated each year to reflect the changes in number of each year group.

- The Torbay Local Authority will write to inform schools of those children/young people's Transition Conversion Reviews which are due to be held that term.
- The settings/school/college will arrange the date and time of the **Transition Conversion Review** (which will replace the **Annual Review** on this occasion) and then advise all necessary parties.

## Local Offer:

[www.torbaydirectory.com/family](http://www.torbaydirectory.com/family)

The Local Offer continues to develop, with the vast majority of schools and nurseries having their SEND information now available to view online. Additionally, the **Children's Disability Team, Hearing Support Service, Integrated Youth Support Service, Youth Justice Team** and **Housing** all have comprehensive local offer information available to view. The next

step is to add the services in Health that provide support for people with SEND in Torbay and a session is planned for November to gather this information.

### What has happened so far – Recap from the Family Information Service team

- Local Offer forms collected from nearly all education settings including schools, nurseries and childminders. These have been made available on the directory.

- More records have been added to the Local Offer section on the directory. This has included proactive research about best practice in other areas of the country and attempting to fill gaps we have recognised.
- We have added a link to enable users to rate and review services using the *Healthwatch* site.
- We have attended a regional seminar about the SEND reforms for Family Information Services which offered a useful opportunity to see how our progress compares with other areas and to share good practice across the region.
- **Reminder: If you already have a record on the directory but are not a service that is required to complete a Local Offer form, you can still add as much information to your record as you'd like. We would appreciate your support to make your record as useful as it can be. Please don't wait to be asked, you can contact us at any time to do this.**

#### To help us make the directory as user friendly as we need your help!

- Is your service linked under the correct search categories? (E.g. a service may be linked to the Social Care category but it would also be useful to be able to find it under Short Breaks). Please advise the Family Information Service of any changes you feel would help users find the information they require at [FISenquiries@torbay.gov.uk](mailto:FISenquiries@torbay.gov.uk).
- Is there a service missing that should be included in the Torbay Local Offer? (statutory or non statutory). If so, please let us know!
- Is there any specific information that should be signposted?

**In February we will be conducting a 6 month survey for young people, parents and professionals to guide any necessary improvements. The team will strive to continually improve the Local Offer based on what users tell us.**

### Local Offer: Gathering views of children, young people and families

#### Healthwatch Pilot

A 3 month pilot has started using Healthwatch to gather the views of users of the services within the Local Offer. The aim of this is gain information to guide the commissioning of services within Torbay (*Code of Practice 3.18*)

The Local Offer now contains a link at the foot of every page to Healthwatch where service users can leave their feedback on their experience of an organisation in the form of comments and a star rating. Healthwatch moderate this feedback and will provide reports to help a commissioning group from education, health and social care decide what services are priorities.

#### Children, Young People and Families – group feedback

Due to timescales, so far much of the focus has been on statutory services. We need to find ways of identifying what else is out there and what people think of those services.

Discussions with young people, parents, and Healthwatch are planned for early November to start working out what existing groups could be linked in with and how they could be used to help influence local commissioning priorities.

As part of the Local Offer task group we discussed the possibility of parents and young people setting up user groups on Facebook (for example) and gathering feedback on the quality and availability of services for people with SEND. It may be that these groups are already in existence, in which case we need to create links to use local knowledge.

## Information Sharing

Information can be shared where there is a legitimate need to safeguard an individual or to actively support their care and wellbeing.

The statutory SEND assessment process (*Torbay SEN Support Process 2*) means that professionals will need to share information to inform a child / young person's EHCP (as was the case with the previous Statementing process). Traditionally this has been done by post, but the new statutory timeframe has been reduced by 6 weeks (from 26 weeks to 20 weeks). Once statutory assessment starts, professionals who have been involved in supporting a child will be asked to email information to the SEN team (as opposed to posting reports wherever possible). An inbox will be set up to receive and send secure emails to/from Education, Health and Social Care. We recognise that staff have concerns about what can / cannot be shared and we are working with Torbay Council and Health to create information sharing guidance which will be distributed in the near future.

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## Event: The Impact of The SEND Reforms – A New Way of Working

There was a lot of interest in the SEND reforms event at the RICC on 10th September, with over 100 professionals attending from Education, Health and Social care. Richard Williams, Director of Children's Services, set the scene by emphasising the importance of working together effectively, with families, and with other agencies. Hugh Malyon, speaking on behalf of a Torbay young people's user group, talked about the need to listen to young people and work with them when commissioning services.

Additionally, Hugh challenged people who run services for young people with SEND in Torbay to tell us about their service and make sure it's in the Local Offer.

Dorothy Hadleigh, School Service Manager and Peggy Seddon, Senior SEN Officer gave a detailed description of the new EHCP way of working and Adele Stephens from Adult's Services summarised the development of Personal Budgets within Adult's Services.

All of the presentations from the event can be found on the SEND reforms web pages or requested from [SENDreforms@torbay.gov.uk](mailto:SENDreforms@torbay.gov.uk).

Participants were asked to leave any questions relating to the new EHCP process and a Torbay SEND Questions and Answers document has been created and made available on the SEND Reforms pages ([please click here](#)).

Key Points include:-

- Professionals will not be expected to cost out their time for inclusion in an EHCP. Only services procured via a personal budget will need this level of detail.
- The EHCP process will not replace existing pathways or plans for Social Care or Health, the EHCP will work alongside these. The EHCP will ensure that all relevant information is available in one plan.
- A protocol for information sharing is being drawn up and will be distributed to all staff who will need to supply reports to inform an EHCP plan. Secure email options will be detailed within this protocol.
- The EHCP will be shared with all professionals who have made a contribution to the plan or with whom the parents/young person wish it to be shared.

## Further support

The SEND reforms project team will ensure that relevant information continues to be made available on the SEND Reforms web page. In addition, as events to communicate changes are arranged, these will be publicised by team managers / email.

If you have any queries about the SEND reforms, please email [SENDreforms@torbay.gov.uk](mailto:SENDreforms@torbay.gov.uk) or contact Matthew Gifford (SEND Reforms project manager) on **01803 208953**.

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## New Literature / Useful Links

- Supporting pupils at school with medical conditions  
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Social Care guide to the SEND reforms  
<https://www.gov.uk/government/publications/send-guide-for-social-care-professionals>
- Schools Guide to the SEND reforms  
<https://www.gov.uk/government/publications/send-guide-for-schools-and-alternative-provision-settings>
- Early Years Guide to the SEND reforms  
<https://www.gov.uk/government/publications/send-guide-for-early-years-settings>
- Further Education Guide to the SEND reforms  
<https://www.gov.uk/government/publications/send-guide-for-further-education-providers>
- Managing Changes to Legislation  
<https://www.gov.uk/government/publications/send-managing-changes-to-legislation-from-september-2014>
- SEND Code of Practice  
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>