

BROMLEY Y
POLICY AND PROCEDURES FOR RESPONDING TO CHILDREN AND YOUNG PEOPLE WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Bromley Y is part of the local offer for children and young people with Special Educational Needs and Disabilities (SEND), this policy outlines what individuals can expect from **Bromley Y** and the process for those expectations to be met.

1. OVERVIEW OF THE CODE OF PRACTICE

The Code of Practice 2014 reflects the changes introduced by the Children and Families Act 2014 to the Special Educational Needs (SEN) Code of Practice (2004). The main changes are:

- The Code of Practice (2014) covers the 0-25 age range and includes guidance relating to disabled children and young people as well as those with Special Educational Needs (SEN).
- There is a clearer focus on the participation of children and young people and parents in decision-making at individual and strategic levels
- There is a stronger focus on high aspirations and on improving outcomes for children and young people
- It includes guidance on publishing a Local Offer of support for children and young people with SEN or disabilities on a central website called the Local Offer
- For children and young people with more complex needs a coordinated assessment process and the new 0-25 Education, Health and Care Plan (EHCP) replace statements and Learning Difficulty Assessments (LDAs)
- There is a greater focus on support that enables those with Special Educational Needs (SEN) to succeed in their education and to make a successful transition to adulthood

The principles of the Code of Practice seek to ensure that:

- Children and young people and their parents are involved in discussions and decisions about their individual support and local provision, and have the information, advice and support they need to enable them to participate in such discussions and decisions
- Children and young people and parents are involved in planning, commissioning and reviewing services
- The needs of children and young people are identified early and there is early intervention to support them
- Parents and children and young people have greater choice and control over their support
- There is greater collaboration between education, health and social care service to providing support
- There is high quality provision to meet the needs of children and young people.

2. EDUCATION, HEALTH AND CARE NEEDS ASSESSMENTS AND PLANS

The majority of children and young people with Special Educational Needs and Disabilities (SEND) will have their needs met within local mainstream early years' providers, schools or colleges. These education settings are required to put effective educational provision in place as part of support. Many individuals will be able to make good progress and show positive outcomes with this support. Education settings can involve other services and specialists to enhance their provision at this level. Should an individual not make expected progress in mainstream education it may be

necessary to carry out an Education, Health and Care Needs Assessment (EHCNA). This assessment will establish whether education or training provision that is additional to and different from what is ordinarily available in a mainstream setting is required. To achieve this, the London Borough of Bromley uses the information from the assessment to:

- Establish and record the views, interests and aspirations of the parents and child or young person.
- Provide a full description of the individual's special educational needs, any health and social care needs
- Establish outcomes across education, health and social care based on the needs and aspirations.

The assessment then details the provision required and how education, health and care services will work together to meet the individual's needs supporting the achievement of the agreed outcomes in the form of Education, Health and Care Needs Plan (EHCP). The purpose of this plan is to ensure special educational provision meets the special educational needs of the individual, to secure the best possible outcomes for them across education, health and social care and, prepare them for adulthood.

In seeking advice and information, the London Borough of Bromley should consider with others what advice they can contribute to ensure the assessment covers all the relevant education, health and care needs of the individual. There will also be further consideration as follows:

- Advice and information from the child's parent or the young person. The Local Authority must take into account the individual's views, wishes and feelings
- From Year 9 onwards, advice and information to assist the individual in preparation for adulthood and independent living
- Advice and information from any person requested by the child's parent or young person, where the Local Authority considers it reasonable to do so.
- Advice from a Youth Offending Team, where the young person is detained in a Young Offender Institution. Where the young person is serving their sentence in the community the Local Authority should seek such advice where it considers it appropriate.

The evidence and advice submitted by those providing it should be clear, accessible and specific. It should provide advice about strengths, needs, outcomes and the provision relevant for the individual's age and phase of education. Staff should limit their advice to areas in which they have expertise.

Should an Education, Health and Care Needs Plan (EHCP) be agreed, it must specify the outcomes sought for the child or young person. Outcomes in the Education, Health and Care Needs Plan (EHCP) should be SMART (specific, measurable, achievable, realistic, time-bound), they should detail how education, health and care provision will be coordinated to support the individual to achieve their outcomes. The plan should also show how the different types of provision contribute to specific outcomes.

An Education, Health and Care Needs Assessment (EHCNA) will not always lead to an Education, Health and Care Needs Plan (EHCP). The information gathered during an assessment may indicate ways in which the school, college or other provider can meet the needs without a plan in place. The statutory processes and timescales outlined in the Code of Practice must be followed by local authorities, **Bromley Y** will be asked to provide information and advice in support of an Education, Health and Care Needs Assessment (EHCNA) for any individual who is referred to the service within **6 weeks** of the request being received. The exception is for those individuals already known to Oxleas CAMHS, and the CAMHS service will undertake the assessment. The whole process of assessment and plan development must take no more than 20 weeks.

The following people have a specific right to ask the London Borough of Bromley to conduct an Education, Health and Care Needs Assessment (EHCNA) for a child or young person aged between 0 and 25:

- The child's parent
- A young person over the age of 16 but under the age of 25
- A person acting on behalf of a school or post-16 institution.

It is not the role of **Bromley Y** to recommend that an individual requires an Education, Health and Care Needs Plan (EHCP) in order to access education. In Bromley, a multi-agency panel makes this decision on review of the assessment information provided.

3. REVIEWING EDUCATION, HEALTH AND CARE NEEDS PLAN (EHCP)

Education, Health and Care Needs Plans (EHCP) should be used to actively monitor the individuals progress towards their outcomes and longer-term aspirations. In Bromley these are reviewed in school as a minimum **every 12 months**. Reviews must focus on the progress towards achieving the outcomes specified in the plan. The review must also consider whether these outcomes and supporting targets remain appropriate, this may include a review of the health and social care provision and its effectiveness in ensuring good progress towards outcomes. **Bromley Y** staff involved with an individual should contribute to the annual review commenting on progress made and any changes to outcomes and provision from their service, this may involve providing written documentation to contribute to discussions or attending an annual review meeting in the school.

4. COMPLAINTS, MEDIATION AND APPEALS

During the Education, Health and Care Needs Assessment (EHCNA), families are encouraged to raise issues within the assessment process, sometimes it is not possible to reach a resolution to disagreements and the individual and/or family can be supported through mediation or disagreement resolution.

- Disagreement resolution applies to issues arising for children and young people with special educational needs, not just those who are being assessed or have an Education, Health and Care Needs Plans (EHCP). It can cover any aspect of Special Educational Needs provision.
- Mediation applies to disagreements that are a result of decisions made by the London Borough of Bromley, it involves a trained, independent third party who will help to resolve the issue by talking to, or meeting, parties involved.

If a child or young person, their parents/carers would like to raise concerns or make a complaint with regards to their experience of the Bromley Y service they should be directed to **Bromley Y's** Complaints Procedure.

A child or young person with Special Educational Needs and Disabilities (SEND) and their families are able to access the information, advice and support service (IASS) they provide free, impartial information, advice and support in confidence.

https://www.bromley.gov.uk/info/8/special_educational_needs/64/information_advice_and_support_service_iass

5. BROMLEY Y PROCEDURES

Bromley Y will be asked to provide information and advice in support of an Education, Health and Care Needs Assessment (EHCNA), for any child or young person in Bromley CYP within **6 weeks** of the request being received, as detailed in the statutory guidelines. As a first step, the London Borough of Bromley SEN Statutory Assessment Team

will raise a request for a health contribution to the assessment process via the Bromley EHC Online Portal (<https://ehc-hub.bromley.gov.uk>)

The EHC Online Portal is a secure platform whereby young people, their families and professionals across education, health and social care can log on to the portal and access their cases. All users will have the same insight to a relevant case but will have slightly different permissions based on their roles. The system aims to improve efficiency, transparency, compliance and accountability by having a central point for advice and information to be submitted and for key dates to be recorded. The EHC Portal is used for assessment requests and Annual Reviews and is a front-facing tool for all users to have overview of the progress of a case and the involved parties. The system also allows for any relevant information to be downloaded as a separate document. The portal requires a 'two-step verification' this means that you will need to use your personal or work mobile phone to access the system (These numbers are not logged or shared with others). The portal tracks the 6-week deadline for advice to be submitted based on when this request is sent off. If you require to be set up on the system, please discuss with your line manager in the first instance then if agreed contact SEN Admin on 0208 313 4739 or senadmin@bromley.gov.uk specifying the Bromley Y your job title.

On some occasions, the Local Authority will identify a possible emotional or mental health need during the assessment process, for Bromley, it would be expected that a referral would be made to the Single Point of Access for referrals to all mental health and emotional wellbeing services in the borough. The referral will be triaged by **Bromley Y** in partnership with Oxleas CAMHS and the appropriate pathway agreed. Where an individual is known to Oxleas CAMHS team and has an allocated Care Coordinator, the request will be directly assigned to Oxleas via the Online Portal. The care coordinator is responsible for compiling the information to support the assessment within the statutory timescales. There is no further action required from **Bromley Y**. If the individual is known to a member of **Bromley Y** staff they will be asked to complete the assessment process, if the individual is not known then it will be allocated within **Bromley Y**. All staff will have to comply with the statutory timescales.

Following receipt of a request to provide information and advice in support of an Education, Health and Care Needs Assessment (EHCNA), and assignment to the staff member via the Online Portal, staff will be prompted to respond to the following questions on the portal, these questions present an opportunity to provide background information regarding a child's referral and an overview of their presentation:

- When did the child or young person first come into contact with **Bromley Y**?
- Details of any discussions held between the child or young person and the organisation (if relevant)
- Details of any discussions held between the parent(s) or carer(s) and the organisation (if relevant)
- What has **Bromley Y** put in place already to support the child or young person's needs?
- What has been the effect of any support or strategies already put in place by the organisation?
- Background info re: referral and overview of presentation and issues.

Following this, staff will be required to provide specific advice regarding health needs of the child via the 'Health' heading on the Online Portal, making reference to the child's strengths/protective factors, needs/risks and the impact that the child's emotional and mental health issues have upon their learning and education. The contribution should also include the views of the individual and parent/carer in respect of any intervention at **Bromley Y**. Within the Online Portal, staff will be asked to respond to the following question relating to strengths/positive factors in terms of a child's or young person's emotional and mental health as well as overall presentation:

- ***"What are the child or young person's strengths related to learning in this area?"***: This might include the ability to implement strategies that they have developed, including crisis and safety plans. Examples of strengths/protective factors might include a supportive school placement, good relationship with parents or future planning (e.g. employment, education).

Within the Online Portal, staff will be asked to respond to the following question relating to needs/risks in terms of the challenges that the child faces that impact upon their mental health and their ability to access education:

- **“What are the child or young person’s special educational needs related to learning in this area?”:** A ‘need’ is different to a ‘provision’, for example a child may have a ‘need’ with regards to their levels of anxiety in school, the ‘provision’ for this need might be CBT for anxiety.

When providing contributions and advice to the assessment staff should follow the Online Portal template (*see below screenshot*) in developing specific outcomes.

Outcome 1 Delete outcome

Outcome

What are the short-term target(s) to achieve this outcome?
Short-term targets should include steps to achieving the child or young person's outcomes over the next year.

Steps to achieving outcome	Date to be achieved by
No active steps for this outcome.	
<input type="text"/>	<input type="text"/> Select a date

Add

+ Add a new provision

Outcomes should be **SMART** (specific, measurable, achievable, realistic, time-bound). The SEND Code of Practice 2014 defines an ‘outcome’ as the benefit or difference made to an individual as a result of an intervention and must include a time scale relating to a year or key stage. It should be clear to see the impact of the provision, intervention or support for the child or young person in their functional day-to-day learning environment. Outcomes should be written without the use of technical jargon and be easy for a non-professional to understand. An outcome should not be the result or action following an assessment e.g. an onward referral to another service. The suggested outcome should be agreed with the individual and parent/carer as standard.

When describing the provision/intervention, staff should ensure that the description of the intervention is detailed, specific and quantified. This includes the intervention(s) being provided and any recommended intervention to support a child in the school setting e.g. strategies to support learning. When outlining a ‘provision’ in the assessment the Online Portal template should be followed (*see below screenshot*):

Provision 1 Delete provision

Support Needed

To be provided by Staff / Student ratio

How much / Quantity

How often

It is important to note that the process of Education, Health and Care Needs Assessment (EHCNA), and formulation of a plan can be described as an intervention in itself and it is not uncommon for the needs to change following this process. In such instances, the C school should be contacted so that they can review/amend the plan as necessary.

Once agreed, all Education, Health and Care Needs Plans (EHCPs) should be reviewed every 12 months as a minimum. In Bromley this is coordinated by the school SENCO. These reviews must focus on any progress the individual has made in achieving their outcomes specified within the plan and whether they remain appropriate to the presentation and difficulties. An Education, Health and Care Needs Plans (EHCPs) can only be amended following a formal Annual Review process. Should there be a significant change in the presentation of need, the school can hold an emergency annual review to address concerns and changes in need.

6. QUALITY ASSURANCE

Quality assurance takes place using a SEND quality assurance framework for health services with activity taking place at a service, local area level and regional level.

Service level: In **Bromley Y** the member of staffs supervisor is responsible for reviewing any contribution to an Education, Health and Care Needs Assessment (EHCA) or Education, Health and Care Needs Plan (EHCP) review process before it is shared with the family and Local Authority in order to provide a level of quality assurance. Practice supervisors will use the 'Health Advice for EHCP Assessment Supervisor Checklist' as a template (see Appendix One) and are responsible for ensuring that staff incorporate feedback into the final/submitted contribution. Supervisors should ensure that they have managers access on the EHCP portal in order to access the contributions from others. The line manager is responsible for ensuring that the member of staff shares the **Bromley Y** contribution within the statutory timescales. Annual audits will be scheduled and are typically carried out by the designated manager with responsibility for SEND. These audits measure quality against the criteria set out in the SEND Code of Practice.

Local area level: **Bromley Y** is required to participate in Multi Agency Group Sampling (MAGS) sessions on a rota basis. These sessions are hosted and facilitated by the local authority with representation across health, education and social care. The group is responsible for quality assuring a selection of plans from a multi-agency perspective. The group provide feedback and learning for the local area SEND Governance Board and offer a valuable learning opportunity.

Regional level: **Bromley Y** will be invited to attend regional quality assurance events to enable local representatives across London to share best practice and to work together to tackle challenges and steer improvements across the London region.

7. MONITORING AND REVIEW

The Board of Trustees will regularly review the operation of this policy.



This Policy has been approved and authorised by the Trustees of **Bromley Y**

Signature

Date

APPENDIX ONE



EDUCATION, HEALTH AND CARE NEEDS PLAN (EHCP) ASSESSMENT SUPERVISOR CHECKLIST

Name of Child:	DOB:	NHS Number:
Name of member of staff:		
Team:		
Date of Report:		

Monitoring	Yes	No	Comments
Has the correct template been used			
Is the report jargon free			
Is there reference to child/young person's aspirations			
Have the health/education strengths been clearly identified			
Have the health/education needs been clearly identified			
Has the impact on learning been identified			
Have the health/education outcomes been clearly identified.			
Are the outcomes Specific, Measurable, Achievable, Relevant/Realistic, Time bound			
Has the health/education provision been clearly identified			
Is provision Specific Quantified			
Is there evidence of Child or young person's voice			
Evidence of co-production with parents			
Is the report uploaded onto database and named "EHCP report"			Remember to load final EHCP named "Final EHCP"

Supervisor Feedback:
