

APPENDIX 1 - CUMBRIA SEND IMPROVEMENT – WRITTEN STATEMENT OF ACTION BRAG UPDATE JANUARY 2020

| Working Group 1 Understanding of Local Need | | | | |
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| PRIORITY AREA | ACCOUNTABLE OFFICER | | | |
| 1.1 Developing an understanding of the needs of the SEND population | Population Health and Children's System Senior Manager Morecambe Bay CCG | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | Exception Commentary (where BLUE or GREEN not required) | BRAG |
| 1.1.1 Produce a SEND Joint Strategic Needs Assessment (JSNA) to assess the current and future education, health and social care needs of our SEND population (0-25) to assist identification of strengths and weaknesses and gaps in services to inform planning and provision. (This will then be regularly updated with key stakeholders) | 31 October 2019 | Performance and Intelligence Manager, CCC | | |
| 1.1.2 Develop a communications plan to ensure that all stakeholders are aware of the JSNA, how to utilise it and how to feedback gaps or issues. | 30 November 2019 | Communications Business Partner, CCC | | |
| 1.1.3 In partnership with parents, carers and other working groups , identify gaps and emerging themes for further work to develop new associated data sets: to further deepen understanding and use this to develop themed workshops. | 30 November 2019 | Population Health and Children's System Senior Manager M Bay CCG | | |
| 1.1.4 Hold themed workshops, with partners including parents and carers, where there are gaps in understanding with leaders and stakeholders to develop the understanding across the system. | 31 January 2020 – 31 July 2020 | Population Health and Children's System Senior Manager M Bay CCG | | |
| 1.1.5 SEND JSNA continually developed and updated following focused workshops based on increased understanding – culminating in updated version, with annual updates subsequently. | 30 September 2020 | Performance and Intelligence Manager, CCC | | |

| PRIORITY AREA | ACCOUNTABLE OFFICER | | | |
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| 1.2 Develop robust performance management and quality assurance of SEND in Cumbria | Senior Commissioning Manager Children and Families North Cumbria CCG | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 1.2.1 SEND Improvement Board to regularly monitor and challenge performance, parent/carer feedback and quality audits across the whole of the SEND system as a standing agenda item | 30 September 2019 | AD Integration and Partnerships, CCC | | |
| 1.2.2 Establish a multi-agency group to strengthen the quality assurance of EHCPs, (including auditing and feedback) meeting quarterly and reporting to Working Group 1 and the SEND Improvement Board. | 30 September 2019 | Senior Manager Inclusion, CCC | | |
| 1.2.3 Develop and implement a revised EHCP audit tool and grading guidance including a wider pool of auditors from across the system, to drive improved quality of plans | 30 November 2019 | Senior Manager Inclusion, CCC | Work ongoing to revise EHCP audit tool. Timescale slipped due to absence. Senior Manager Inclusion will be sending examples of 3 EHCP audits this month to DFE SEND advisor. She will also be developing grading guidance for ECHP auditors in the coming weeks. | |
| 1.2.4 Develop and publish a SEND PMQAF. This will include a schedule of performance, feedback and quality measures (with baselines and targets established), and reporting arrangements as well as how the effectiveness of the framework will be reviewed. | 30 November 2019 | Senior Commissioning Manager Children and Families North Cumbria CCG | SEND PMQAF now drafted but needs input from Health colleagues on some of the sections and some consideration still needed on the mechanism for monitoring SEND Performance in the SEND Partnership. Work stream established led by AD Integration and Partnerships. | |
| 1.2.5 Use the learning from audits and feedback from parents and carers , to develop exemplars, case studies and training for EHCP Coordinators | 31 December 2019 | Senior Manager Inclusion, CCC | Two case study templates developed and some work underway in working group 6 to develop case studies around Speech and Language. Health and LA putting on some training for EHCP Co-ordinators in January 2020 on various issues relating to improving the quality of EHCPs. | |

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| 1.2.6 Secure independent external validation and input relating to our EHCP audit and moderation process and Establish 3 monthly cycle of EHCP quality validation with our DfE SEND Advisor | 31 December 2020 | Senior Manager Inclusion, CCC | | |
| 1.2.7 Develop a cycle of continuous self-evaluation against the SEND inspection framework which is co-produced with all stakeholders. First refresh to be published January 2020 with six monthly updates | 31 January 2020 | AD Education and Skills, CCC | | |

Working Group 2 Commissioning and Access to Provision

| PRIORITY AREA | ACCOUNTABLE OFFICER | | | |
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| 2.1 Development and implementation of an LA/NHS joint commissioning approach | AD Strategic Commissioning, CCC | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 2.1.1 Agree a revised, refreshed children's Joint Commissioning Framework The Framework will include: <ul style="list-style-type: none"> the emotional wellbeing and mental health needs for SEND (linking with working group 5 - Emotional Health and Wellbeing) the SEN COP and relevant guidance relating to transition (linking with working group 4 – Preparation for Adulthood) detail of how impact and outcomes from commissioned services will be tracked and monitored (aligned with our SEND PMQAF) | 31 December 2019 | Senior Commissioning Manager – Children and Families, North Cumbria CCG | Drafting underway, however timetable has slipped | |
| 2.1.2 Using the intelligence from the JSNA (link with working group 1) define and agree commissioning intentions that make it clear how we are addressing inequity of outcomes and are co-produced with parents, carers, children and young people (link with working group 3). | 31 December 2019 | Senior Manager Commissioning, CCC | Commissioning Manager now in post from January. Priority to make links with WG1 and 3. | |
| 2.1.3 Agree the delivery plan of the commissioning intentions including phasing and prioritisation of activity and regular review points with feedback and evaluation loops. Commence delivery of the agreed priority commissioning intentions | 29 February 2020 31 March 2020 | Senior Manager Commissioning, CCC | On track - Commissioning Manager now in post from January, work will commence following successful completion of 2.1.2 | |

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| 2.1.4 Regularly evaluate and review commissioning intentions and delivery plan in light of regularly updated understanding of local need including any emerging evidence or feedback regarding inequity of access to services. | 30 April 2020 | Senior Manager Commissioning, CCC | Commissioning Manager now in post from January. On track. Initial work is being undertaken to ensure that regular evaluation and review of the commissioning intentions is built into Framework. | |
| PRIORITY AREA 2.2 Undertake a range of improvement actions for specific services as identified in the Local Area Assessment and in the SEND Inspection | ACCOUNTABLE OFFICER AD Strategic Commissioning, CCC | | | |
| ACTIONS | COMPLETION DATE | HEADLINE COMMENTARY | HEADLINE COMMENTARY | BRAG |
| 2.2.1 Develop and make available materials to improve the knowledge of Integrated Care Communities (ICCs) and Primary Care Networks (PCNs) with respect of the needs of children and young adults with SEND and their families (including transitions, 14 plus annual health checks and emotional health and wellbeing). | 31 December 2019 | Population Health and Children's System Senior Manager (M Bay CCG) | Presentation developed plus JSNA including some data at ICC level | |
| 2.2.2 Delivery of awareness sessions using the new materials (2.2.1) to ICCs | 30 April 2020 | | On track Presentation given to ICCs in S Cumbria JSNA to be shared with each ICC | |
| 2.2.3 Support ICCs to work in partnership with schools and others in local areas to support these young people and their families. | 30 April 2020 | | On track | |
| 2.2.4a Rapidly address the availability of psychological support for children with life-limiting illness or who are receiving palliative care – a) initial review of existing arrangements and baseline agreed | 30 Nov 2019 | Senior Commissioning Manager – Children and | SC – review completed and match funding proposal submitted to NHSE | |
| 2.2.4b Existing arrangements for providing psychological support for children with life-limiting illness or who are receiving palliative care strengthened in response to review | 31 January 2020 | | SC - Awaiting result of match funding proposal | |




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| 2.2.4c Improved psychological support for children with life-limiting illness or who are receiving palliative care commissioned in partnership with parents and carers and in place | 31 July 2020 | Families (North Cumbria CCG) | On track | |
| 2.2.5a Produce joint service specifications for Occupational Therapy and Speech and Language Therapy that focus on outcomes that have been co-produced young people, parents and carers | 31 December 2019 | Senior Commissioning Manager – Children and Families (North Cumbria CCG) | Draft specifications produced, to be shared with parents & carers in Jan 2020 | |
| 2.2.5b Implementation plan for the commissioning and delivery of the services agreed | 29 February 2020 | | | |
| 2.2.5c New Occupational Therapy and Speech and Language Therapy services are in place | 30 September 2020 | | | |
| 2.2.6 Develop 80 further Alternative Provision (AP) places across the North and South of the county | 30 September 2020 | Senior Manager Commissioning (CCC) | Baseline figures still to be obtained. Feedback from Capital Programmes suggests that this will not be met by Sept 2020 | |
| 2.2.7a Initiate a co-produced system review of short breaks provision in Cumbria to identify how services can be improved to meet needs. | 31 December 2019 | Senior Manager Commissioning (CCC) | System Review work starting with links being made to co-produce. Commissioning Manager allocated alongside Commissioning Manager SEND providing support. To be completed by end of March 2020 | |
| 2.2.7b Short Breaks commissioning pathways development complete | 29 February 2020 | | April 2020 | |
| 2.2.7c Commissioning of short breaks pathways agreed | 31 March 2020 | | May 2020 | |
| 2.2.7d New short breaks pathways operational | 30 June 2020 | | Sept 2020 | |
| 2.2.8 Develop and agree a plan to address the known inequality in West Cumbria for young adults relating to short breaks provision in partnership with young people, parents and carers. The plan will identify the extent of the issue, what the need is, how this need can be met, how it will be resourced and options for implementation. | 31 December 2019 | Senior Manager Commissioning (CCC) | April 2020 | |





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| 2.2.9 Develop robust monitoring and oversight of the Healthy Child Programme, including a KPI for mandatory ante-natal health visitor checks being undertaken consistently across the county | 31 January 2020 | Senior Manager Commissioning (CCC) | By end of q1 – April 2020, baseline figures being obtained | |
| 2.2.10 Establish revised interim reporting arrangements to the Children's Trust Board to ensure strategic oversight of Healthy Child Programme | 31 January 2020 | | In progress likely to slip to end of Feb 2020 | |
| 2.2.11 Implement new standardised approaches to determine eligibility for, and arrangements of individual packages of care to ensure equity of access (including promotion of personal health budgets and direct payments). This will mean there is one clear process for applying for, assessing and agreeing funding from CCG's toward packages of care. a. Review current arrangements | 31 January 2020 | Population Health and Children's System Senior Manager (MB CCG) | Current arrangements reviewed in South Cumbria SoP in place in N Cumbria | |
| 2.2.11b Interim arrangements to address any priority issues in place | 28 February 2020 | | S Cumbria interim arrangements being established Arrangements in place | |
| 2.2.11c Revised approaches agreed by commissioners | 31 July 2020 | | On track | |
| 2.2.11d Mobilisation plan and staff training rolled out | 30 Sept 2020 | | On track | |
| 2.2.11e Implementation commences | 31 Dec 2020 | | On track | |
| 2.2.12 Establish improved ASD diagnostic pathways, which will be developed in co-production with parents and carers. The pathways will include access to support for families early in the process. Work will take place with schools to ensure they can give clear information about the pathway. a)Involvement of parents commences | 31 December 2019 | Senior Commissioning Manager – Children and Families (NC CCG) | SC – involvement of parent/carer groups commenced NC –involvement of parent/carer groups commenced | |
| 2.2.12b Pathways development complete | 30 April 2020 | | On track | |
| 2.2.12c Commissioning of pathways agreed | 31 July 2020 | | | |
| 2.2.12d New pathways operational | 30 Sept 2020 | | | |

| Working Group 3 Engagement and Co-Production | | | | |
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| PRIORITY AREA | ACCOUNTABLE OFFICER | | | |
| 3.1 Securing the active, meaningful engagement of parents and carers in the SEND improvement programme | CEO People First | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| NB – IF THE COMPLETION DATE HAS PASSED BUT THE BRAG RATING IS GREEN, THIS INDICATES THE INITIAL ACTION HAS BEEN COMPLETED, BUT THERE IS ONGOING ACTIVITY ATTACHED TO THIS AREA OF WORK. | | | | |
| 3.1.1 Hold initial scoping meeting with parents and carers to co-produce a parent/carer reference group to provide check and challenge in relation to the SEND Improvement Programme | 31 August 2019 | CEO People First | 3.1.1 – Complete. There has been 3 meetings of the Parent and Carer Reference Group. There have been some people joining the Group and some leaving, mostly due to other life pressures, frustration or the work not being what they expected. | |
| 3.1.2 Draft TOR for reference group agreed and full schedule of meeting dates published | 30 November 2019 | CEO People First | Complete. TOR agreed and will be reviewed regularly. Meeting dates set up to April 2020. | |
| 3.1.3 Recruit and assign parent carer representatives to SEND Improvement Board and working groups and assign “buddies” | 30 September 2019 | CEO People First | Complete. There is a need to replace working group reps if people leave, using a fair and transparent process. | |
| 3.1.4 Deliver training for parents and carers to support their role on working groups/improvement board (with feedback regarding effectiveness) | 31 October 2019 | Head of Communications & Engagement, NHS North Cumbria CCG | Complete - Seven parents attended the session and it appeared to go well, with everyone very engaged and providing some excellent challenges. There is a desire for a joint session of parents and professionals. There is some concern that attendance at these events is dropping: the Group will continue to review attendance and engagement at events, via the newsletter and at the SEND Engagement mini-conferences in January. | |

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| 3.1.5 Develop an engagement and co-production charter with parents and carers that defines what good co-production looks like in Cumbria in relation to SEND and how we can support people to achieve this | 31 January 2020 | Head of Communications & Engagement, NHS North Cumbria CCG | On track. The material for a charter is mostly contained within the existing co-produced toolkit available at http://www.northcumbriahealthandcare.nhs.uk/making-it-happen/co-production/co-production-tool-kit/ This needs collating into Charter form and agreeing. | |
| 3.1.6 In partnership with parents/carers, establish mechanism to regularly evaluate their experiences as members of the reference group, working groups and Improvement Board on the working groups | 31 October 2019 | Communications Business Partner, CCC | A first survey has been completed and will need to be re-done to measure improvement end Jan/Feb 2020. | |
| PRIORITY AREA 3.2 More effective communication in relation to SEND improvement, reaching a wider and more representative group of stakeholders | ACCOUNTABLE OFFICER CEO People First | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 3.2.1 Establish and continually grow a Cumbria wide SEND contact list of all parent and carers and professionals who consent to receive information and updates in relation to SEND and establish regular e-news bulletins to share information | 30 September 2019 | Communications Business Partner, CCC | The contact list for the SEND e-news bulletins currently stands at c. 1,100 people. | |
| 3.2.2 Develop a clear and accessible SEND Improvement section on Local Offer website as the key location of regularly updated information relating to the work of the improvement programme | 30 September 2019 | | Complete. | |
| 3.2.3 Establish a process for quality assuring the contents (including scope, user friendliness and quality) of the information available, harnessing the support and expertise of parents and carers | 31 December 2019 | | A system is in place for this, but needs reinforcing - health and commissioning are doing well at providing updates. Updates are requested every quarter. Further support and expertise is needed from parents, and the Group will facilitate the formation of a 'beta testing' group of parents/carers with an interest in this area. There is scope for a Local Offer 'stand' and the January engagement mini conferences in January for people to 'play' with and give feedback. | |

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| 3.2.4 Engage with parents/carers and children/young people and SEND staff/SENCOs to reshape and improve the local offer site including the SEND Improvement pages | 31 January 2020 | | As above. | |
| 3.2.5 Working with parent carer reference group, define how they can act as a conduit to help access wider networks of families to develop 2-way channels of communication especially those families that are harder to reach including via established social media groups and online forums. | 31 December 2019 | CEO People First | <p>Our engagement work across audiences and platforms, and the ongoing work with the Parent and Carer Reference Group is key to this action. There is general agreement that harder to reach families is a contextual issue – the question is “who are your hard to reach groups for this service, for this piece of work.” This will form part of the agenda for the 13th Dec Stakeholder event and for the January engagement mini-conferences, and will need to be revisited each time we plan some engagement work.</p> <p>Professionals such as SENCOs and the SEND IAS can help to identify groups that are hard to reach in their area of work – these are also the key frontline engagement for those who are unable to engage with IT based communication, the written word, or English language communications</p> <p>The best engagement work will continue to be staff speaking with – and listening to - parents face to face.</p> | |
| 3.2.6 In partnership with working group 1 , ensure that the EHCP quality assurance framework includes explicit consideration of the evidence that parents, carers and young people have been actively involved in co-producing their EHCP plans, and actively involved in the annual review process | 31 December 2020 | Senior Manager Inclusion, CCC | <p>The EHCP co-ordinator role is critical and this is a significant training need. This is part of a training package which the SEND IAS team are putting together. The CLIC Co-production training which is being designed may need to connect with this. Young people from the All of Us group are also going to do some work on this and engage with the training. The audit tool for EHCPs already considers the parent and child voice in plans. The tool is being revised by a sub group of the QA group. Their work is being presented to the next meeting on the 21st Jan. The group will then begin to consider how the review process can be monitored, some work has begun on this already.</p> | |



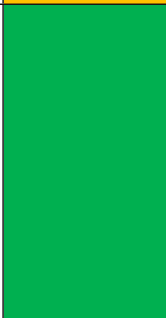
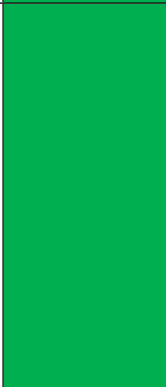
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| <p>3.2.7 Undertake review session with the reference group, and utilising the expertise of the SENDIAS team, to evaluate how well the lived experience of harder to reach groups is being heard and understood through existing mechanisms</p> | <p>30 April 2020</p> | <p>CEO People First, Communications Business Partner, CCC</p> | <p>On track.</p> |  |
| <p>PRIORITY AREA</p> <p>3.3 Establish a programme of effective engagement with parents, carers, children and young people including those who are 'hard to reach'</p> | <p>ACCOUNTABLE OFFICER</p> <p>CEO People First</p> | | | |
| <p>ACTIONS</p> | <p>COMPLETION DATE</p> | <p>ACTION LEAD</p> | <p>HEADLINE COMMENTARY</p> | <p>BRAG</p> |
| <p>3.3.1 Further develop the 'All of Us' children and young people's SEND Forums to engage with more young people and provide a reference point for the SEND improvement activity – hold joint countywide meeting to progress and identify opportunities for members of 'All of Us' to present to/share their views and experiences with Working Group meeting and the SEND Improvement Board members.</p> | <p>31 October 2019</p> | <p>Commissioning Manager, Children's & Families, NHS North Cumbria CCG</p> | <p>The All of Us group is growing. There are currently three separate groups who also meet together once a year, with 40 young people involved. A county-wide meeting with the SEND IAS team was particularly successful, looking at feedback on website branding and accessibility. This is also being offered for the Local Offer site. Young people will be reporting to the January Working Group 3 meeting.</p> |  |
| <p>3.3.2 In partnership with other working groups, and the parent/carer reference group co-produce a comprehensive engagement plan (including a schedule of dates) demonstrating the full range of tools we will use, and our commitment to reaching those families who may be 'hard to reach'.</p> | <p>31 December 2019</p> | <p>Business Manager, CCC</p> | <p>The Engagement Strategy, which is a statement of our approach, structures and processes is in second draft form and has been co-produced by a sub-group of Working Group 3, and has been circulated to the wide Group for comment. Much depends on the 3 January engagement mini-conferences, which will inform ongoing strategy.</p> |  |

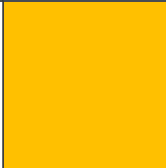
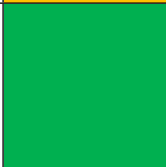
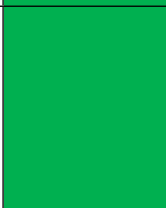

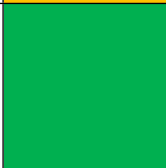
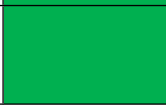

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| <p>3.3.3 In partnership with working group 1, review all existing feedback pathways in relation to SEND and centralise and make accessible 'always on' feedback mechanisms to provide the opportunity to provide feedback at any point.</p> | <p>31 December 2019</p> | <p>Communications Business Partner, CCC Commissioning Manager, Children's & Families, NHS North Cumbria CCG</p> | <p>On track. Have identified and reviewed existing processes and some gaps. There will be a small report brought to the Jan WG3 meeting regarding this. We will also pursue the potential to undertake some ad hoc phone interviews with people who have gone through EHCP process recently, possibly through Healthwatch.</p> |  |
| <p>3.3.4 Establish mechanisms for engagement with mainstream and special schools working collaboratively with SENCO's and using the expertise from the 'All of Us' group.</p> | <p>29 February 2020</p> | <p>Service Manager, Inclusion, CCC</p> | <p>Complete.</p> |  |
| <p>3.3.5a Plan, develop and implement schedule of annual parent/carers surveys (for parents/carers of children with EHCP and SEN Support).</p> | <p>30 November 2019</p> | <p>Communications Business Partner, CCC</p> | <p>Complete. EHCP survey currently c.800 responses; SEND survey c. 500.</p> |  |
| <p>3.3.5b First report produced with findings from survey, including lessons learned and detailing how the feedback loop will be closed with respondents.</p> | <p>31 January 2020</p> | <p>Communications Business Partner, CCC</p> | <p>On track. Headlines should be available for DfE monitoring visit.</p> |  |

| PRIORITY AREA | ACCOUNTABLE OFFICER | | | |
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| 3.4 Embed knowledge and tools to support good co-production across the system | Head of Communications and Engagement, NHS North Cumbria CCG | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 3.4.1 Produce co-production toolkit and make available online | 30 September 2019 | Head of Communications & Engagement, NHS North Cumbria CCG | Complete | |
| 3.4.2 Soft launch and training for key professionals relating to good co-production a) SEND Improvement Board workshop b) Workshops with SEND Improvement Working Groups and targeted groups of frontline staff (e.g. EHCP co-ordinators) | 30 November 2019 November – January 2019 | Head of Communications & Engagement, NHS North Cumbria CCG Working Group Chairs | Complete | |
| 3.4.3 Co-produce a process to evaluate the effectiveness of co-production across the improvement programme | 31 March 2020 | Chair of Parent/Carer Reference Group | Complete. The decision was made to adopt the CONTACT co-production assessment toolkit which was co-produced nationally. | |

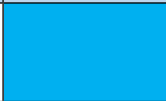





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| PRIORITY AREA | | ACCOUNTABLE OFFICER | | |
| 3.5 Strengthen the Parent Carer Forum(PCF) in Cumbria | | AD Education and Skills, CCC | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 3.5.1 Work alongside PCF Chair, Contact, and parents and carers, to co-produce a development plan which sets how the PCF will be strengthened to act as an overarching representative forum that has the confidence of parents and carers – and how this meaningfully aligns with other parent and carer groups in Cumbria. Review the implementation of this plan at quarterly intervals through the Working Group | 30 November 2019 | Assistant Director Education and Skills, CCC | Complete, but ongoing work. A new co-chair is in place who will take over from existing chair when existing chair steps down. Hubs are established in each area. | |
| Working Group 4 Preparation for Adulthood | | | | |
| PRIORITY AREA | | ACCOUNTABLE OFFICER | | |
| 4.1 Improve joint working, systems and practice across Children's Social Care, SEND team and Adult Social Care so that Care Act assessments take place in a timely manner. | | AD Education and Skills, CCC | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.1.1 Produce working protocol for joint working between Children's Social Care, SEND team and Adult Social Care | 30 November 2019 | Area Inclusion Manager, Carlisle and Eden, CCC | Complete | |
| 4.1.2 Implementation of protocol (training for officers) | 31 January 2020 | Senior Manager Mental Health and Learning Disability Team, CCC | Roll out being planned | |
| 4.1.3 Quarterly audit of cases undertaken following implementation of new protocol – rolling programme begins as part of continuous improvement process (Q4 – baseline) | 31 March 2020 | Senior Manager Mental Health and Learning Disability Team, CCC | In progress | |

| PRIORITY AREA 4.2 Improve joint working, systems and practice across Children's and Adult's health systems so that children and young people with complex or long-term health needs are identified to adult health services and transitions planned in a timely manner. | ACCOUNTABLE OFFICER Deputy Director of Nursing and Quality, Designated Nurse for Safeguarding North Cumbria CCG | | | |
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| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.2.1 Implementation of the agreed redesign to deliver a full Continuing Health Care (CHC) end to end process including assurance of a smooth progression from children's & young people's services into adult services (North Cumbria) | Phase 1: January 2020 Phase 2: April 2020 | Continuing Health Care Commissioning Manager NHS North Cumbria CCG | Delivery on track as part of the NECS and NCCCG New Model Delivery Plan | |
| 4.2.2 Develop a pathway for children and young people with potential Continuing Health Care (CHC) needs that sets out roles, responsibilities and the process for timely assessment and agreement of CHC packages of care (South Cumbria) | October 2020 | Commissioning Support Manager NHS Morecambe Bay CCG | Work starting New Year 2020 | |

| PRIORITY AREA 4.3 Embed Health Transitions Toolbox to inform clinical practice so that children and young people with complex or long-term health needs have cases managed and transition planned within ICC footprint leading to a smoother transition | ACCOUNTABLE OFFICER AD Education and Skills, CCC | | | |
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| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.3.1 Update Health system's transition policy and Standard Operating Procedure (SOP) and conclude peer review of new documentation. | 31 st October 2019 | Well Child Specialist Transition Nurse, NCIC NHS Trust | Peer review underway, ratification taking place March 2020 |  |
| 4.3.2 Engage with young people, parents and carers for comment and review on policy and SOP | 30 th November 2019 | Well Child Specialist Transition Nurse, NCIC NHS Trust | Engagement will be undertaken with PCF and SEND reference group members |  |
| 4.3.3 Carry out and evaluate 2 area-based pilots of new approaches outlined in refreshed policies | 31 st January 2020 | Well Child Specialist Transition Nurse, NCIC NHS Trust | <ul style="list-style-type: none"> • Implementing 10 Steps programme for CYP with complex health needs • Embedding Ready Steady Go Programme • Patient stories • Patient experience questionnaire |  |
| 4.3.4 Use 12 identified Transition Champions to deliver training and embed transition processes across all clinical teams in county: i) Ready, Steady, Go, ii) 10 steps, iii) Preparation for Adulthood, iv) Together for Short Lives – Stepping Up | 30 th September 2020 (25% by December 2019, 50% by March 2020) | Well Child Specialist Transition Nurse, NCIC NHS Trust | Appointed Transition Champions and established bi-monthly meeting, including purpose, to meet identified action |  |

| PRIORITY AREA 4.4 Quality advice, information and support for young people, parents and carers in relation to preparing for adulthood is available | ACCOUNTABLE OFFICER AD Education and Skills, CCC | | | |
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| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.4.1 Use the feedback and learning from Spring 2019 Transition Fair to plan and publish a programme of Transitions Fairs | 30 October 2019 | Assistant Director, Education and Skills, CCC | Feedback reviewed and currently being acted upon for April 2020 Fair. Planning meetings in place and dates set and shared for 2020 with PCF. |  |
| 4.4.2 Deliver Spring Fair and capture feedback from young people, parents/carers about impact etc. Respond to feedback in face to face "you said we did" engagement sessions. | 30 April 2020 | Assistant Director, Education and Skills, CCC | On track – planning sessions underway. |  |
| 4.4.3 Share NDTI Preparation for Adulthood tool via SENCO network and Secondary Head Teacher networks, with clear instructions for their use in all Year 11 annual reviews for the academic year 2019-20 – ahead of creation of Cumbria Roadmap | 4 th October 2019 | Assistant Director, Education and Skills, CCC | Complete and NDTI training being held with parents of years 5, 9 and 11 end of January 2020. |  |
| 4.4.4 Engage through targeted workshop with parents, carers, young people and providers to ensure current transition protocol is fit for purpose | 30 th November 2019 | Commissioning Manager, Adult Social Care, CCC | Focus groups scheduled for Jan 2020 |  |
| 4.4.5 Develop an accessible preparation for adulthood roadmap document which clarifies what young people, parents and carers should expect from each stage of the process. | 31 st January 2020 | Commissioning Manager, Adult Social Care, CCC | Draft will be produced following review and feedback from existing protocol as well as reviewing/learning from other LAs |  |
| 4.4.6 Sense check road map with parent/carer reference group and make changes as appropriate | 29 th February 2020 | Commissioning Manager, Adult Social Care, CCC | Scheduled in for February reference group meeting |  |
| 4.4.7 Test roadmap document at Spring Transitions Fair and seek feedback (90% of feedback indicates satisfaction with new model) | 30 th April 2020 | Assistant Director, Education and Skills, CCC | On track |  |

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| 4.4.8 System-wide launch of road map (including training for schools, SENCOs, GPs, Colleges, Council Officers – supported by earlier work with NDTI to develop training offer – 85% of secondary SENCOs receive training), clarifying expectation that full implementation to take effect from September 2020, with phased uptake following training – publish on Local Offer. | 1 st May to 31 st July 2020 | Assistant Director, Education and Skills, CCC | On track – meeting in place to plan | |
| 4.4.9 For summer term 2019/20, post launch, 60% of all Year 8 (and above) EHCP reviews will be completed with reference to preparation for adulthood outcomes | 31 st July 2020 | Assistant Director, Education and Skills, CCC | Preparation for adulthood outcomes and conversation tool shared across SENCO and Head Teacher network. Training scheduled for late Jan 2020. | |
| 4.4.10 EHCP reviews with ‘Preparation for Adulthood’ plan component, using road-map template are carried out for 100% of young people with EHCPs in Year 8 and above from September 2020 onwards (whole year effect data available from July 2021) | September 2020 | Assistant Director, Education and Skills, CCC | Draft road map in production. Launch planned for late Spring Transition Fair. NDTI training will be cascaded across the SENCO network. Recording mechanism for PfA outcomes added to ONE system. | |
| 4.4.11 Launch systematic quality assurance audit process, checking delivery of Preparation for Adulthood commitments, auditing against compliance and quality – initiate pilot from November 2019, revised audit process will accompany new roadmap (September 2020) | November 2019 | Assistant Director, Education and Skills, CCC | Quality Assurance group in place redesigning audit process – linking across WG4, WG6 and WG1. | |
| 4.4.12 With transition workers, pro-actively identify poor quality EHCPs of current Year 11 pupils likely to require additional support as adults, in order to flag problems ahead of annual review and ensure reviews pay full attention to Preparation for Adulthood outcomes. | November 2019 | Service Manager, LDD Adult Social Care | Capacity to carry out pro-active EHCP audits has not been available. Written and in-person comms with SENCOs at cluster events have been used instead. | |
| 4.4.13 Roll out training and workshops to ensure that in Early Years and Primary settings, preparation for Adulthood outcomes referenced in all EHCPs | September 2020 – July 2021 | Assistant Director, Education and Skills, CCC | On track. Initial training planned for Jan 2020. Roll out for settings with younger children being planned for start in Autumn 2020. | |

| PRIORITY AREA 4.5 Establish innovative local alternatives to post 16/19 specialist college offer to prevent young adults from Cumbria having to travel out of county | ACCOUNTABLE OFFICER AD Education and Skills, CCC | | | |
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| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.5.1 Identify delivery partners (3rd sector providers, education/training providers, health providers) | 30 November 2019 | Senior Commissioning Manager, Adult Social Care, CCC | Complete |  |
| 4.5.2 Pilot project proposal developed | 29 February 2020 | Senior Commissioning Manager, Adult Social Care, CCC | Project proposal drafted, setting up project group for Jan 2020 |  |
| 4.5.3 Refine model with parents, carers and young people | 30 June 2020 | Senior Commissioning Manager, Adult Social Care, CCC | Engagement to be defined post project group meet in Jan 2020 |  |
| 4.5.4 Identify candidates for three year pilot and co-produce curriculum model and identify health support requirements | 31 March 2021 | Senior Manager, Inclusion, CCC | To be defined post project group meet in Jan 2020 |  |
| 4.5.5 Transition arrangements during academic year 2020-2021 | 31 July 2021 | Service Manager, Learning Disability Team, Adult Social Care, CCC | to be defined post project group meet in Jan 2020 |  |
| PRIORITY AREA 4.6 Improving Careers Information Advice, Guidance and support | ACCOUNTABLE OFFICER AD Education and Skills, CCC | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.6.1 Engage with 3 rd sector reference group to identify and map the available complementary provision | 31 October 2019 | Assistant Director, Education and Skills, CCC | Complete |  |

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| 4.6.2 Use SENCO network to engage with SEND population in local areas to identify priorities for work experience pathways. | 31 December 2019 | Assistant Director, Education and Skills, CCC | Complete - Local SENCO network groups consulted in December. | |
| 4.6.3 Use current IAG commissioned provider to track young people currently in apprenticeships and work experience placements to generate data and prioritise cohort and geographical locations for development of opportunities | 31 December 2019 | Post 16 Officer, Learning Improvement Service, CCC | Complete | |
| 4.6.4 An audit of services in place to re-engage young people post 19 who have dropped of education employment or training, will be completed to identify local gaps and support development of actions to address SEND participation Post 19. | 31 January 2020 | Post 16 Officer, Learning Improvement Service, CCC | <p>Audit initiated and ongoing</p> <p>SEND conference arranged with special schools, colleges and PRUs scheduled for 3rd February 2020. Outcomes will capture the provision and support currently referred into, and identify gaps.</p> <p>A wide range of providers and services are currently being audited.</p> | |
| 4.6.5 Through recommissioning services, improve the access to quality Careers Information, Advice and Guidance for young people identified with SEND in mainstream and special schools, drawing on support from careers hub and Local Enterprise Partnership so that the percentage of young people with SEND 'at risk' of NEET is reduced | 30 June 2020 | Post 16 Officer, Learning Improvement Service, CCC | <p>Ongoing.</p> <p>Progress consistent with Milestone date.</p> <p>LA supporting Gatsby SEND development at Hub cluster level.</p> | |
| 4.6.6 Produce new participation support strategy working with young people to specific how commissioned IAG services can meet their needs (linking with working group 2) | 31 July 2020 | Post 16 Officer, Learning Improvement Service, CCC | <p>Ongoing.</p> <p>Progress consistent with Milestone date.</p> <p>This piece of work will inform Targeted IAG provision from 2021 [currently delivered through the contract]. Cabinet decision on re-commissioning/de-commissioning needs to be scheduled by August 2020.</p> | |

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| 4.6.7 Develop a marketing and communications plan for promoting and embedding new strategy in line with commissioning schedule | 31 October 2020 | Post 16 Officer, Learning Improvement Service, CCC | No Participation strategy to promote at present. Milestone date may be hard to achieve. | |
| PRIORITY AREA 4.7 Creating more access to work placement/apprenticeship and employment opportunities for young people with SEND | ACCOUNTABLE OFFICER AD Education and Skills, CCC | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 4.7.1 Engage with Young Person's "All of Us" reference group, to ask for preferred work experience pathways | 30 September 2019 | Assistant Director, Education and Skills, CCC | Complete | |
| 4.7.2 Introduce a County Council work experience "offer" to include those with SEND and care leavers, via engagement with CYP and families, to inform toolkit (below) and produce communication schedule/activity | 31 January 2020 | Apprenticeship and School Development Manager, Learning and Skills, CCC | Task and finish group in place, meetings with Careers Hub CCC offer has been mapped engagement taking place via January 2020 conferences | |
| 4.7.3 Produce an employer's "engagement and recruitment" toolkit for apprenticeships and work experience, for those with SEND | 31 January 2020 | Apprenticeship and School Development Manager, Learning and Skills, CCC | Task and finish group in place, engagement taking place via January 2020 conferences | |
| 4.7.4 Toolkit rolled out to all Cumbria employers, FE colleges and apprentice training providers during National Apprenticeship Week | Feb 2020 | Apprenticeship and School Development Manager, Learning and Skills, CCC | Delivery of above | |
| 4.7.5 Working with the Local Enterprise Partnership, Create an Inclusive Employer 'mark' for use by accredited employers, as part of our vision for an inclusive Cumbria. | 31 July 2020 | Assistant Director, Education and Skills, CCC | Initial meeting with LEP complete. Action currently on track. | |

Working Group 5 Emotional Health and Wellbeing

Strengthen and develop the approach to support the emotional health and well-being of children and young people with SEND, particularly those with ASD, who face challenges in relation to their social, emotional and mental health.

| <p>PRIORITY AREA</p> <p>5.1. Ensure that all EHCPs adequately address psychological needs as well as broader emotional health and wellbeing needs.</p> | <p>ACCOUNTABLE OFFICER</p> <p>Senior Commissioning Manager, Children & Families, North CCG</p> | | | |
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| <p>ACTIONS</p> | <p>COMPLETION DATE</p> | <p>ACTION LEAD</p> | <p>HEADLINE COMMENTARY</p> | <p>BRAG</p> |
| <p>5.1.1 Inform revisions to EHCP audit tool to ensure required evidence in relation to emotional health and wellbeing is captured as part of the monthly audit process (in partnership with working group 1)</p> | <p>31 October 2019</p> | <p>Senior Commissioning Manager, Children & Families, North CCG</p> | <p>The Senior Commissioning Manager is working with a colleagues on Working Group 1 to ensure this is included; this is on course for completion, but will not meet 31st October date.</p> | <p style="background-color: yellow;"></p> |
| <p>5.1.2 Undertake dip sample audit of EHCPs to determine baseline of those with adequate reflection of psychological and emotional health and wellbeing needs.</p> | <p>30 November 2019</p> | <p>Senior Manager Inclusion</p> | <p>Completed. Baseline was found to be 100% as Section B in EHCPs has section on strengths and needs with regard to social, emotional and mental health difficulties; all Educational Psychology Reports submitted for EHCPs make reference to social, emotional and mental health difficulties, so this info is included by plan writers.</p> | <p style="background-color: blue;"></p> |
| <p>5.1.3 Use baseline audit findings to assess the need for additional training/guidance for plan writers in relation to psychological and emotional health and wellbeing needs, and to identify any gaps in services.</p> | <p>30 November 2019</p> | <p>Senior Manager Inclusion</p> | <p>The audit review has confirmed the themes arising from the general audit process – there is a need for support for health professionals to describe needs more effectively and to provide clear information on how health provision will address those needs. The DCO is working with the Inclusion team and with the relevant teams in health services to devise appropriate support mechanisms to address this.</p> | <p style="background-color: yellow;"></p> |

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| <p>5.1.4 In partnership with working group 2 (commissioning and access to provision), ensure that the revised 'commissioning intentions' address the findings from the JSNA (working group 1) in relation to emotional health and wellbeing and the gaps identified through the above audit.</p> | <p>31 December 2019</p> | <p>Director of Public Health, CCC AD Strategic Commissioning, CCC</p> | <p>The production of the revised Commissioning Framework has been delayed however the Emotional Wellbeing and Mental Health Needs are being addressed through the audit.</p> | <p></p> |
| <p>PRIORITY AREA 5.2 Ensure that services for emotional and mental health and wellbeing are appropriately designed to support and be accessible to children and young people with SEND and ASD.</p> | <p>ACCOUNTABLE OFFICER Snr Commissioning Manager, Children & Families, North CCG</p> | | | |
| <p>ACTIONS</p> | <p>COMPLETION DATE</p> | <p>ACTION LEAD</p> | <p>HEADLINE COMMENTARY</p> | <p>BRAG</p> |
| <p>5.2.1 Ensure that those leading system wide developments in relation to CYP emotional and mental wellbeing are fully sighted on the needs of those with SEND and ASD by sharing the findings of the JSNA (working group 1) and the findings from the baseline survey of parents and carers (working group 2) with Local Transformation Partnership (LTP) Boards for North Cumbria and Lancashire & South Cumbria.</p> | <p>31 December 2019</p> | <p>GP lead for Safeguarding, Maternity, Children, Mental Health and Learning Disability, North CCG</p> | <p>Completed</p> | <p></p> |
| <p>5.2.2 Audit existing Tier 2-3 CAMHS service and learning disability services against all relevant NICE guidance to identify any gaps and weaknesses and input findings into development of revised commissioning intentions.</p> | <p>31 December 2019</p> | <p>GP lead for Safeguarding, Maternity, Children, Mental Health and Learning Disability, North CCG</p> | <p>Activity is ongoing, with work in progress to audit services, but this is not likely to hit the milestone date.</p> | <p></p> |
| <p>5.2.3 Audit existing Tier 1 services against all relevant NICE guidance to identify any gaps and weaknesses and input findings into development of revised commissioning intentions.</p> | <p>31 March 2020</p> | <p>GP lead for Safeguarding, Maternity, Children, Mental Health and Learning Disability, North CCG</p> | <p>Work has commenced on this to identify pertinent services, with audit work on course to be completed by milestone.</p> | <p></p> |

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| 5.2.4 Based on the findings of the audit, work with service users, parents and carers to plan appropriate action to improve services through existing improvement programmes including the NTW redesign work, the Lancashire and South Cumbria "Healthy Young Minds" programme and the North Cumbria Whole Pathway Commissioning Pilot. | 31 March 2020 | Team Manager, CAMHS, NTW/LSC NHS Trust | On track | |
| 5.2.5 Commence implementation of the agreed action plan to improve access to and quality of Tiers 1-3 CAMHS services working in partnership with commissioners as necessary (working group 2) | 30 April 2020 | Team Manager, CAMHS, NTW/LSC NHS Trust | On track for completion by identified date | |
| 5.2.6 Establish programme of sharing good practice regarding quality of emotional and mental health and wellbeing services for those with SEND and ASD (linking with working group 2 relating to ASD diagnostic pathways) | 31 July 2020 | GP lead for Safeguarding, Maternity, Children, Mental Health and Learning Disability, North CCG | On track | |
| PRIORITY AREA 5.3 Ensure that the new integrated Child and Family Support Service is designed and specified to work appropriately with SEND. | ACCOUNTABLE OFFICER Director of Public Health, CCC | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 5.3.1 Review the new Child and Family Support service specifications to ensure there is sufficient reference to supporting children and young people and to ensure equity of access to services | 30 November 2019 | Children and Families Public Health Lead, CCC | Completed | |
| 5.3.2 Specific SEND Milestones to be recorded on Early Help modules to collect data to inform service delivery | 30 November 2019 | Children and Families Public Health Lead, CCC | Completed | |

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| <p>5.3.3 Ensure quarterly monitoring of contracts is robust and includes reference to KPIs for children and young people with SEND accessing the services</p> <p>First report will be available April 2020 and quarterly thereafter</p> | <p>31 January 2020 30 April 2020</p> | <p>Children and Families Public Health Lead, CCC</p> | <p>On course to hit identified milestone</p> | |
| <p>PRIORITY AREA</p> <p>5.4 Increasing the confidence and ability of educational settings in providing or accessing appropriate emotional health and wellbeing support to children and young people with SEND.</p> | <p>ACCOUNTABLE OFFICER</p> <p>Director of Public Health, CCC</p> | | | |
| <p>ACTIONS</p> | <p>COMPLETION DATE</p> | <p>ACTION LEAD</p> | <p>HEADLINE COMMENTARY</p> | <p>BRAG</p> |
| <p>5.4.1 Contract for revised School Age Wellbeing Service to incorporate requirement to provide development work with schools, and to liaise and collaborate with other involved support agencies (at Early Help or EHCP levels). This will enable them to provide appropriate support, which becomes embedded in the everyday practice of the schools.</p> | <p>31 October 2019</p> | <p>Director of Public Health</p> | <p>The contract for School Age Wellbeing Service will be signed off on Thursday 19th December 2019.</p> | |
| <p>5.4.2 In partnership with working group 6 (SEN Support) develop SEMH pathway to support schools improve whole-school and individual SEMH provision, and as a single place where schools can locate sources of external support.</p> | <p>31 January 2020</p> | <p>Director of Public Health</p> | <p><i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i></p> | |
| <p>5.4.3 Establish e-School Nurse Service (telephone or virtual clinic) to enable schools to access support around EHCPs in a timely manner.</p> | <p>31 January 2020</p> | <p>Director of Public Health</p> | <p><i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i></p> | |
| <p>5.4.4 Conduct surveys and focus groups with stakeholders including school age wellbeing service, pupils, school staff, local authority SEND support staff, and child & family support service providers. These will establish how staff in educational settings and targeted and specialist mental health services are able to meet the emotional wellbeing and mental health needs of 0-25s with SEND.</p> | <p>29 February 2020</p> | <p>Director of Public Health</p> | <p><i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i></p> | |

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| 5.4 5 Based on the findings of the above surveys and focus groups, work with service users, parents and carers to plan appropriate action to improve services. | 31 May 2020 | Director of Public Health | <i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i> | |
| PRIORITY AREA 5.5 Ensuring that the Transformation of CAMHS services in North and South Cumbria has a positive impact on the experiences of CYP with SEND – including improving waiting times and geographical variation in access to services | ACCOUNTABLE OFFICER Senior Commissioning Manager, North Cumbria CCG/ Commissioning Manager, Population Health, Children and Maternity, Morecambe Bay CCG | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 5.5.1 Establish data collection within CAMHS to enable services to monitor SEND explicitly | End December 2019 | NTW/LSC NHS Trust | Completed | |
| 5.5.2 Ensure routine monitoring and reporting of SEND access times compared to general access times | End March 2020 | NTW/LSC NHS Trust | <i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i> | |
| 5.5.3 Ensure that SPAs (the access points for CAMHS services) north and south are working to the same set of standards in terms of equity of access and support, including for triage and prioritisation of work, for those with SEND and ASD. | End March 2020 | NTW/LSC NHS Trust | <i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i> | |
| 5.5.4 Ensure that the progress of the wider programme of CAMHS transformation (including in relation to SEND) through integration with NTW and LSCFT is regularly reported to and scrutinised by the Children and Young People's Emotional and Mental Health and Wellbeing partnerships for North Cumbria and Lancashire and South Cumbria. | End January 2020 | NTW/LSC NHS Trust | On track | |
| 5.5.5 Use nationally recognised benchmarking to help us understand efficiency of CAMHS service and availability of practitioners, taking into account challenges of geography and recruitment and the use of new approaches to overcome these challenges eg: online Cognitive Behavioural Therapy. | End March 2020 | NTW/LSC NHS Trust | <i>Discussions are currently underway between colleagues to ensure this work can be planned, undertaken and finished by the identified completion date</i> | |

| Working Group 6 SEN Support | | | | |
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| PRIORITY AREA | ACCOUNTABLE OFFICER | | | |
| 6.1 Improving the consistency of identification and intervention (Graduated Approach) for children and young people with SEND | Senior Manager, Inclusion, CCC, Senior Manager Learning Improvement Service, CCC Designated Clinical Officer | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 6.1.1a Establish a multi-agency working group (including SENCOs/parents/carers) to review the SEND Handbook and Criteria | 31 December 2019 | Principal Educational Psychologist, CCC | Multi agency working group in place but no parents and carers on yet. 1 meeting complete and next meeting January. Once review is complete there will be awareness session with parents to comment and review. Information sharing sessions on how they use it. | |
| 6.1.1b Launch revised SEND Handbook and Criteria through planned professional training including reinforcing understanding in relation to the SEND Code of Practice (gather feedback on effectiveness of training) | January - March 2020 | Service Manager Inclusion, CCC | Dates for training for schools set in March and need to advertise. Plan to do with parents and carers in September 2020. | |
| 6.1.2a Establish a data set and reporting system using the Annual Schools Return to enable the identification of target schools where support is required in relation to SEND | 31 November 2019 | Service Manager Inclusion, CCC | This information is now complete and is in the evidence log. See exceptions report for further details. | |
| 6.1.2b Recruit additional capacity within the Learning Improvement Service to work with educational settings to ensure identified support needs of schools are met | 31 December 2019 | Senior Manager – Learning Improvement Service, CCC | Recruitment process underway. New recruit should be in place by the end of December. | |
| 6.1.2c Use data set to benchmark performance of SEN Support pupils between districts across Cumbria to identify, target, support, and challenge identified schools on the implementation of the graduated approach | 31 March 2020 | | LASL Summary sheets will give all the information needed. On track. SEND team will meet with Improvement Service to confirm how they will challenge schools on how well they implement the graduated approach. | |

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| <p>6.1.2d Work with teaching schools to identify leading SENCOs and fund deep dives in targeted schools requiring support, and use these to develop bespoke action plans</p> | <p>31 March 2020</p> | | <p>This items has evolved and the objective of this action will be achieved through a slightly different approach. We have identified strong practice through the ASR and have recruited a SEND Associate Adviser who will work with schools with SEND as a development area. They will finish the development of a SEND review and roll out to schools. This will result in bespoke action plans for individual schools and their staff.</p> <p>The new SEND Associate Advisor will develop audit tool for all schools including leadership and strategy and deliver CPD and training on SEND for schools.</p> | |
| <p>6.1.2e Using the analysis, develop and deliver an annual programme of SENCO Network meetings across Cumbria to strengthen the role of the SENCO, embed consistency in delivery of the graduated approach and launch the SEMH pathway linking with group 5</p> | <p>November 2019 - July 2020</p> | | <p>These are in place. Programme set up</p> | |
| <p>6.1.2f Implement a half termly SENCO e-newsletter to share good practice, local and national policy and developments within the SEND system</p> | <p>November 2019</p> | <p>AD Education and Skills, Service Manager Inclusion</p> | <p>Should have a version to send out by the end of term.</p> | |
| <p>6.1.3 Review and re-issue guidance relating to the SEND pathway within in the Early Help process, in conjunction with colleagues in social care (to improve the quality of information provided by referrers when requesting additional support for an individual child or young person following the 'assess, plan, do, review' process of the graduated approach).</p> | <p>31 January 2020</p> | <p>Senior Manager Inclusion, CCC Senior Manager – Early Help lead, CCC</p> | <p>SEND teams to work with Social Care lead for Early Help to develop this.</p> | |
| <p>6.1.4 Working in partnership with the SENCO networks, parents and carers, develop and issue a SENCO toolkit to provide a single point of reference and guidance on all SEND related topics. Utilise the additional capacity in the LIS team to ensure that educational settings are implementing the graduated response effectively using the SEND Handbook and Criteria and the SEND Toolkit to support</p> | <p>31 July 2020</p> | <p>Service Manager Inclusion, CCC Senior Manager Learning Improvement Service, CCC</p> | <p>Work is on track on the tool kit.</p> | |

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| 6.1.5 Develop and deliver training events for school governors, and undertaken governance SEND audits, to increase knowledge and understanding of the application of the graduated approach and effective inclusive SEND governance, and thereby improve accountability across all settings | 31 July 2020 | Senior Manager Inclusion, CCC LIS Senior Advisor, CCC | On Track. | |
| 6.1.5As part of the programme of annual engagement with parents/carers and families (in conjunction with Working Group 3) deliver joint workshops in each area of Cumbria, with parents and carers to promote, support and develop understanding of the SEND Handbook and Criteria (also make accessible online resources via the Local Offer) | 31 December 2020 | NHS Designated Clinical Officer Service Manager Inclusion, CCC | On Track | |
| PRIORITY AREA 6.2. Strengthen the system to improve identification and support of early years, primary and secondary age pupils with less obvious speech, language and communication needs (SLCN) and social emotional and mental health (SEMH) | ACCOUNTABLE OFFICER NHS Designated Clinical Officer and Senior Manager Inclusion | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 6.2.1 General Advisers (GAs) disseminate information with head teacher clusters regarding accurate assessment of need and the resulting use of the census codes | 31 October 2019 – 31 January 2020 | Senior Manager – Learning Improvement Service, CCC | Complete | |
| 6.2.2 Specific guidance including case studies to be developed in relation to SLCN demonstrating good practice | 31 March 2020 | Senior Manager - Inclusion Service, CCC, NHS | | |

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| 6.2.3 LA and Health to jointly deliver awareness raising training in relation to SLCN to primary and secondary nominated school professionals | 31 March 2020 - 31 July 2020 | Designated Clinical Officer, | | |
| 6.2.4a Engage in an LGA Early Years Peer Challenge, to include a focus on SLCN | 31 December 2019 | Senior Manager – Learning Improvement Service, CCC | | |
| 6.2.4b Use outcome from Peer Challenge to develop rapid improvement plan with a focus on priority areas, monitored through Education and Skills Senior Management Team (SMT) | 31 March 2020 | | | |
| 6.2.5 In partnership with working group 5 (emotional health and wellbeing) Develop SEMH pathway to support schools improve whole-school and individual SEMH provision, and as a single place where schools can locate sources of external support. | 31 January 2020 | Senior Manager Learning Improvement Service CCC, Principal Educational Psychologist, CCC | | |
| PRIORITY AREA 6.3 Establish consistent systems to record and monitor pupils who are on a part-time timetable or without a school placement to make sure that individual needs are met | ACCOUNTABLE OFFICER Senior Manager Inclusion, CCC | | | |
| ACTIONS | COMPLETION DATE | ACTION LEAD | HEADLINE COMMENTARY | BRAG |
| 6.3.1 Work with partners to create more accessible provision for those young people who cannot attend school regularly but who are on a school roll, for example Nisai online mentoring scheme | 31 December 2019 | Senior Manager Inclusion, CCC | Begun a pilot with a school in each area of the county with NAISI to develop programme for children with anxiety who cannot attend school. Small pilot with 2 or 3 children. If successful will roll out further. Will set up meeting with NISal to cost, - good progress being made | |

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| 6.3.2 Review and reissue to schools the guidance on the use of part time timetables to ensure that schools are fulfilling their legal duties. | 31 December 2019 | | Completed | |
| 6.3.3 Develop a template for schools to report pupils on part-time timetables. Establish a district based recording system to collate the information and review those pupils who are on a part time timetable on a half termly basis. Contact with schools will be made if concerns regarding the use of part-time timetables are identified to challenge practice and make sure that children and young people are accessing education | 31 December 2019 | Service Manager Inclusion, CCC | On Track | |
| 6.3.4 Review and reissue updated Hospital Home Tuition (HHT) guidance to ensure that pupils are receiving a provision suitable to meet their individual needs | 31 December 2019 | | Draft in place and sent to Dan Barton, Education and Skills AD, for approval. | |
| 6.3.5 To improve joint working in relation to children without a school placement through the Keeping Children Safe in Education sub group of Cumbria Safeguarding Children's Partnership (CSCB) ensuring clear oversight of the educational status of all children and young people in Cumbria | 31 December 2019 | AD Education and Skills, CCC | Ongoing Sarah Wright, Area Inclusion Manager, will be attending the next meeting | |
| 6.3.6 Reinforce with schools through the Primary Heads Association (PHA)/Cumbria Association of Secondary Heads (CASH) their responsibilities in relation to admissions of pupils with an EHCP, making reasonable adjustments to meet the needs of all pupils and the statutory requirements placed on schools in line with the SEND Code of Practice | 31 March 2020 | Senior Manager Inclusion, CCC AD Education and Skills, CCC | Booked to go to PHA and will set dates for CASH to discuss with head teachers. | |

BRAG Definitions

| Status * | Progress against Plan |
|----------|---|
| BLUE | Completed |
| GREEN | On Schedule, projected milestone date all OK. |
| AMBER | In jeopardy of missing milestone date – but recovery plan/ action in place. |
| RED | Has missed, or is projected to miss key milestone against the current plan. |