

Education, Health and Social Care SEND High Needs Provision Panel

TERMS OF REFERENCE 16/04/21



Where the term 'child' is used throughout this document it refers to children within the Early Years sector and of statutory school age and the term 'young people' refers to those in further education, training or apprenticeships up to 25 years old.

Summary

The key purpose of the SEND High Needs Provision Panel is to:

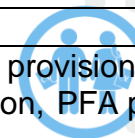
- Finalise EHCPs where consideration of placement in Resource Provision, pre and post 16 Alternative Provision, state specialist provision, independent specialist provision (ISP), and Preparing For Adulthood packages beyond delegated levels.
- Additional funding requests from above provisions following annual reviews, and from changes to social care placements impacting on EHCP provision.
- Consider requests from parents for Elective Home Education where the child attends specialist provision. Only the Local Authority can give permission for the child to be removed from a school roll.
- Consideration of placement options for Tribunal cases.
- Confirmation of funding for Warwickshire Children In Care living outside of Warwickshire.

Scope

The SEND High Needs Provision Panel is responsible for ensuring a co-ordinated approach to provision. The SEND High Needs Provision Panel will consider whether requests for additional or high needs funding have documented verification including professional advice evidencing this requirement and details the change(s) in the child or young person's needs. This evidence should follow the 'Assess, Plan, Do, Review' process and as appropriate with EHCPs, the Annual Review process following Warwickshire County Council's internal procedures and the 2015 Code of Practice guidance.

The SEND High Needs Provision Panel will promote the underpinning principles of the SEND Code of Practice 2015

- Aspirational and person-centred planning
- Empowering and promoting equalities and preparation for adulthood
- Evidence based decisions that are an efficient use of resources
- Safeguarding and working together for positive outcomes for children and young people



Panel Members and their Responsibilities

Role	Role on Panel
Head of Service SEND and Inclusion	Panel Chair - Responsible LA Officer for decisions on placement in resource provision, pre and post 16 Alternative Provision, state specialist provision, independent specialist provision, PFA packages beyond delegated levels, and additional funding requests from these provisions
SEND and Inclusion Senior Leadership Team	Delegated Chair – to ensure all cases are considered fairly and on their own merits, and that there is consistency in decision making
Senior LA Educational Psychologist	Advice on psychological needs of child/family and interventions, compliance with statutory duties
Senior Plan Coordinator	Advise on Statutory process and to provide advice from SENDAR
School Leaders (Mainstream and/or Special/College)	Advice from schools and settings perspectives in relation to appropriate school-based interventions. Advice on general school improvement and school duties relating to SEND
Senior Early Years Practitioners	Advice from Early Years perspective in relation to appropriate early years-based interventions
Designated Clinical Officer/Health Representative or Commissioning Officer from CCG	To provide health advice, and sign off on the health elements of Education, Health and Care Plans
Social Care including Disability Transitions Team (Adult Social Care)	To provide advice and 'sign off' of the social care element of Education, Health and Care Plans
Panel Administrator	To ensure all relevant information is circulated in advance, compile and maintain the list of attendees and observers. Accurately record panel decisions, actions arising and cascaded to the relevant persons for further action, if required

SEND High Needs Provision Panel members should work to:

- provide expertise in their own specialist area and offer impartial advice on individual cases without promoting the interests of their service or setting
- use their expertise and knowledge and offer views on assessments, outcomes, interventions and evaluations over time, timescales, appropriate and proportionate provision, and other matters in relation to the child and young person.
- offer relevant advice about legislation, SEND code of practice, reforms or priorities in education settings, services, or organisations

- ensure that all provisions have been scrutinised for efficient use of LA resources.
- advise on, and challenge the use of the education setting's own resources and delegated budgets
- report any safeguarding concerns that may be identified in line with WCC's safeguarding procedure
- ensure there is robust scrutiny and option appraisals for provision, including the whole aspect of a child's provision (i.e. health, social care, and education).



SEND High Needs Provision Panel representatives must uphold confidentiality in all cases considered, act in accordance with the Data Protection duties of the Local Authority and work together to safeguard children and young people. SEND High Needs Provision Panel members should not participate in decisions about cases they are directly involved in or where there may be a conflict of interest, and as appropriate should leave the Panel whilst such cases are being decided upon.

SEND High Needs Provision Panel members offer advice and recommendations that enable the Panel to make an informed decision which is evidenced based. Every effort is made to reach agreement on each case. Final responsibility for decisions is with the LA through the Chair of the Panel.

Frequency of Panels

The SEND High Needs Provision Panel meets every 2 weeks throughout the year.

Exceptional Panel

An exceptional panel could be called if the demand increases significantly. Calling an exceptional panel is at the discretion of the Chair. All efforts will be made to ensure that an Exceptional panel is quorate but if this is not possible the panel can meet and make decisions provided it constitutes – Chair / Senior Plan-Co and Senior Educational Psychologist.

Reporting Arrangements

Young people, parents/carers, contributing professionals and settings will be informed of the outcome of SEND High Needs Provision Panel in writing.

Review Arrangements

These terms of reference will be reviewed on an annual basis.

