

0 – 25 Special Educational Needs & Disabilities Strategic Partnership Board Action Plan 2017**Communication & Participation Workstream****Red = Significant issues, requires action****Amber = In progress, monitor****Green = On track, no action required (Purple = Completed)**

High level action	Measure of success	Actions	Responsibility	Timescale	R.A.G
Develop a 0 – 25 SEND Communication & Participation Strategy	There is in place a 0-25 SEND communications and participation strategy that is easy to understand and provides a basis on which to regularly engage with children, young people and their families and carers; that provides meaningful participation in the co production of strategies and services with a common message and clear pathways agreed across education, health and social care.	Using Humanly research develop communication & participation toolkits to assist regular involvement of: <ul style="list-style-type: none"> • children and young people with SEND • Parents and carers of children and young people with SEND 			
		Establish Regular briefings for professionals, strategic leads and councillors			
		Review systems for Health engagement with schools. Identify & address barriers			
		Co produce a communications & participation strategy with: <ul style="list-style-type: none"> • children and young people with SEND • Parents and carers of children and young people with SEND <p>Ensure inclusion of equality & diversity</p>			
		Develop annual communications plan including identification of key stakeholders and circles of influence.			

		Establish appropriate information sharing agreements and integration of IT systems where possible			
Local Offer is in place that is co produced with children and young people and provides information in an accessible format, that sets out in one place information about provision available for children and young people who have special educational needs and/or disabilities.		Undertake research and develop proposals for the longer term arrangements to sustain the Local Offer such as developing an APP (example IoW Local Offer – Check it Out APP)			
		Develop regular means of engagement with young people with SEND and their parents and carers to inform Local Offer			
		Develop alternative ways to present information such as stories and videos to ensure it is young person friendly			
		Present clear roles and responsibilities for professionals			
		Review and refresh content – Include the 4 areas of preparing For Adulthood outcomes EHC Pathway Matrix for Schools			
		Develop marketing tools			
		Establish appropriate feedback channels 'You said. We Did' and links into Quality, Perf and Finance Workstream			
		Research and develop template for Annual Review that determines areas to be reported			

		on			
		Undertake annual review and refresh			
		Prepare and present annual review to SEND Board			