

**Lancashire SEND Partnership**  
**Education, Health and Care Plans**  
**(EHCP) Quality Framework**



December 2018

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# Foreword

The Lancashire SEND (Special Educational Needs and Disability) Partnership brings together all the agencies which provide SEND support and services for children, young people, their parents and carers.

The Partnership has a clear vision for the future, with high aspirations for the quality of services and a commitment to improve. Ensuring children and young people to achieve their potential and ambitions is one of our four priorities and to support this we need high quality Education Health Care Plans (EHCP) which are consistent with the SEND Code of Practice (2015).

As part of our improvement journey the SEND Partnership is embarking on an ambitious programme of auditing, described in the **Quality Assurance Framework**, which aims to achieve greater consistency, improve quality and celebrate good practice.

Chair of the SEND Partnership Board

# 1. Introduction

The Lancashire SEND (Special Educational Needs and Disability) Partnership brings together all agencies in Lancashire which provide SEND support and services for children, young people, their parents and carers. The Partnership brings everybody together to deliver the best outcomes for children, young people and their families.

The EHCP (Education, Health and Care Plan) Quality Assurance Framework has been informed by the feedback from children, young people, parents, carers and partners. As part of the Framework, the following principles have been agreed as the foundation for our practice standards:

- EHCP's include the views, wishes and feelings of children, young people, their families and carers
- EHCP's are clear, concise, understandable and accessible
- EHCP's set out how partners will co-ordinate and work together to support the child, young person, parent and carers
- EHCP's clearly identify need and include specific outcomes

The Quality Assurance Framework includes an audit system to evaluate how effectively multi-agency processes and procedures are being implemented to:

- Evidence compliance with primary legislation
  - Children and Families Act 2014 (specifically Sections 36 – 50)
  - The Care Act 2014
  - Section 2 of the Chronically Sick and Disabled Persons Act 1970
  - The Children Act 1989 (Sections 17, 20 and 47)and associated statutory regulations
- Ensure children, young people parents and carers are signposted to high quality information and advice
- Support high quality and consistent practice across the multi-agency partnership
- Children and young people, parents and carers should receive timely and effective support when SEND support is needed
- Plans should set out SMART (specific, measurable, achievable, realistic and timely) outcomes and
- are evaluated and reviewed to ensure they have the impact required in relation to identified need and outcomes

## 2. Outline of the Quality Assurance Framework

### 2.1 Tier One – Compliance

EHCP's are administered and monitored through the Lancashire County Council SEND Service, comprising of area based Integrated Assessment Teams, who have a responsibility to ensure compliance with the SEND Code of Practice (2015) and the Special Educational Needs and Disability Regulations (2014).

The SEND Service currently collates a range of area based quantitative data in relation to activity, which will be further enhanced through the introduction of the Liquidlogic, case management system in January 2019.

An overview report detailing whole service activity and comparative data analysis with national, statistical neighbours and local data will be presented to the SEND Partnership Board bi-monthly.

### 2.2 Tier Two – Multi-Agency Qualitative Audits

These audits will explore the quality of practice, concentrating on the multi-agency footprint across the EHCP process and audit practice against agreed practice standards to:

- Identify and celebrate good practice
- Ensure outcomes and measures are SMART
- Ensure compliance with the SEND Code of Practice and Lancashire SEND Strategy in relation to identification and referral pathways; assessment; planning; implementation and outcomes and reviews
- Identify and ensure the voice of children young people, parents and carers is central to the process, at all stages of the referral and assessment process
- Ensure all plans are aspirational and identify prior attainment
- Identify any unmet needs to determine future support/provision

Tier two audits will focus on all new EHCP's that have been finalised since January 2018, to ensure that the plans, going forward, are of high quality and in line with the practice standards (section 4 below) and the code of practice and regulations.

EHCP's to be audited at Tier 2 will be randomly selected and undertaken by different professionals from across Health, Education and the Local Authority. Each auditor will provide a judgement relating to the quality of the plan; a summary of their findings; identify areas of good practice and any recommendations for further action (as applicable).

Audits that are deemed to require improvement will be referred to the moderation group to ensure that the audit outcome is fair and consistent; it will then be referred for action (if appropriate) to the relevant agency or service. Extensive training, guidance and support will be in place to ensure the quality of the auditing process, to develop and embed a culture of auditing and upskill professionals to undertake this role. See Section 5 below.

### **2.3 Tier Three – Multi-agency Audits of Annual Reviews**

Audits will be completed by a lead professional at the annual review for the plan, this will ensure each EHCP as it is reviewed builds in consistency, accountability and ensure actions identified are SMART. When the plan is reviewed and updated the SEND Service will monitor compliance i.e. that the audit tool has been completed and report compliance in its overview report to the SEND Partnership Board.

### **2.4 Tier Four – Moderation/Governance Framework**

The moderation group will be comprised of senior managers from each of the agencies represented on the SEND Partnership Board.

The moderation group will review the monthly analysis of Tier 2 and Tier 3 audits completed which will include:

- A summary of findings from audits completed each month
- A summary of recommendations made by auditors
- Areas of good practice

A cross section of audits will be moderated to ensure the audits are of high quality and consistent with the practice standards.

Audits completed at Tier that 2 and three that are deemed to require improvement or inadequate will be referred to the moderation group to ensure that the audit outcome is fair and consistent; it will then be referred for action to the appropriate service or agency.

The moderation group will provide an overview report of their findings to the SEND Partnership Board bi-monthly with recommendations for further action, any thematic audits to be completed and the timescale for these. Thematic audits may include

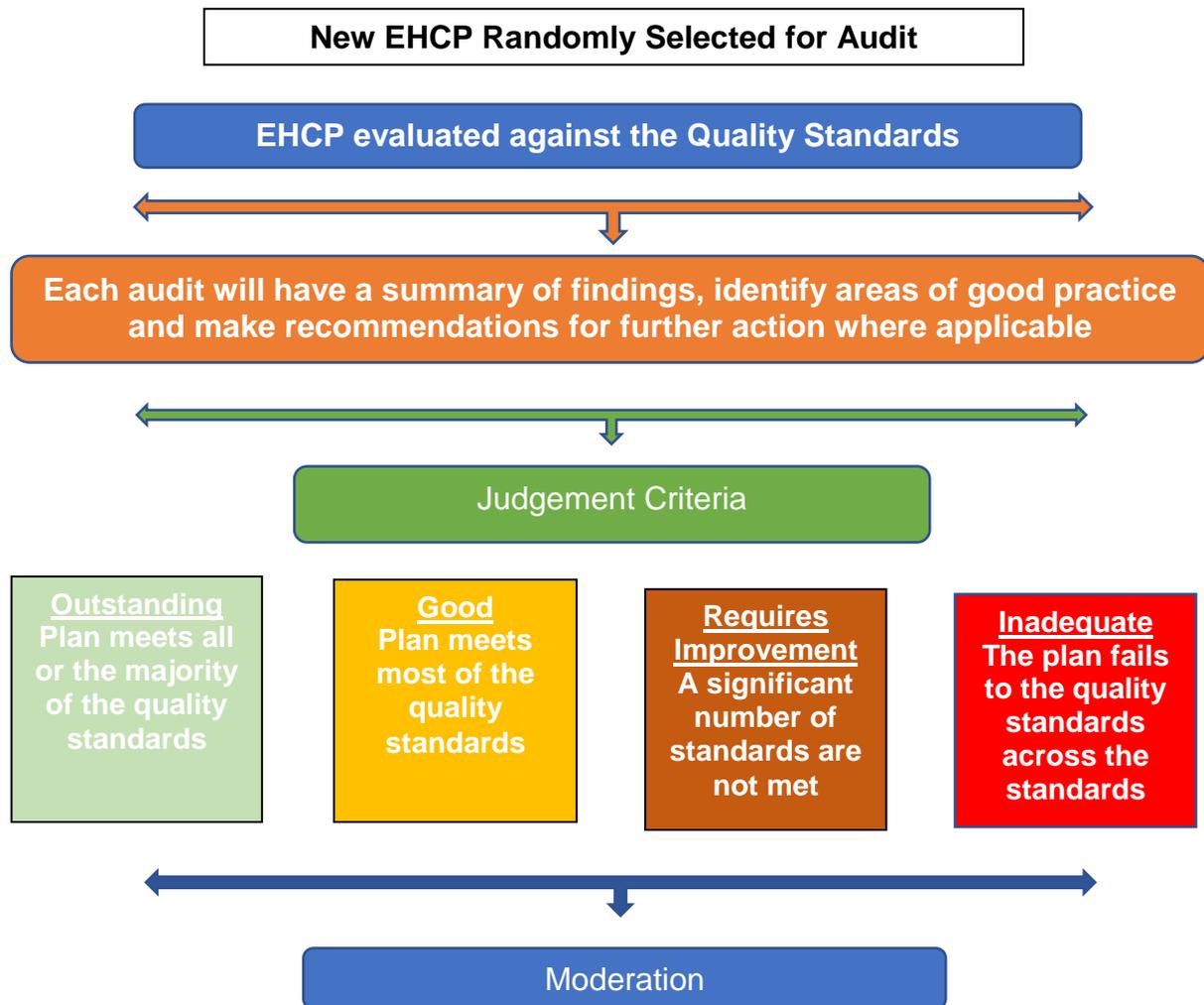
- Children and young people who are excluded
- Children and young people who are in youth offending institutes
- Quality of transition planning e.g. EYFS to Reception, KS 1 – KS 2, KS 4 to Post 16 Pathways 19 – 25 years of age
- Looked after children
- ASD pathways
- Education outcomes

Next steps should include face to face feedback on audits completed with front line staff and gaining feedback from parents, carers at key stages of the process.

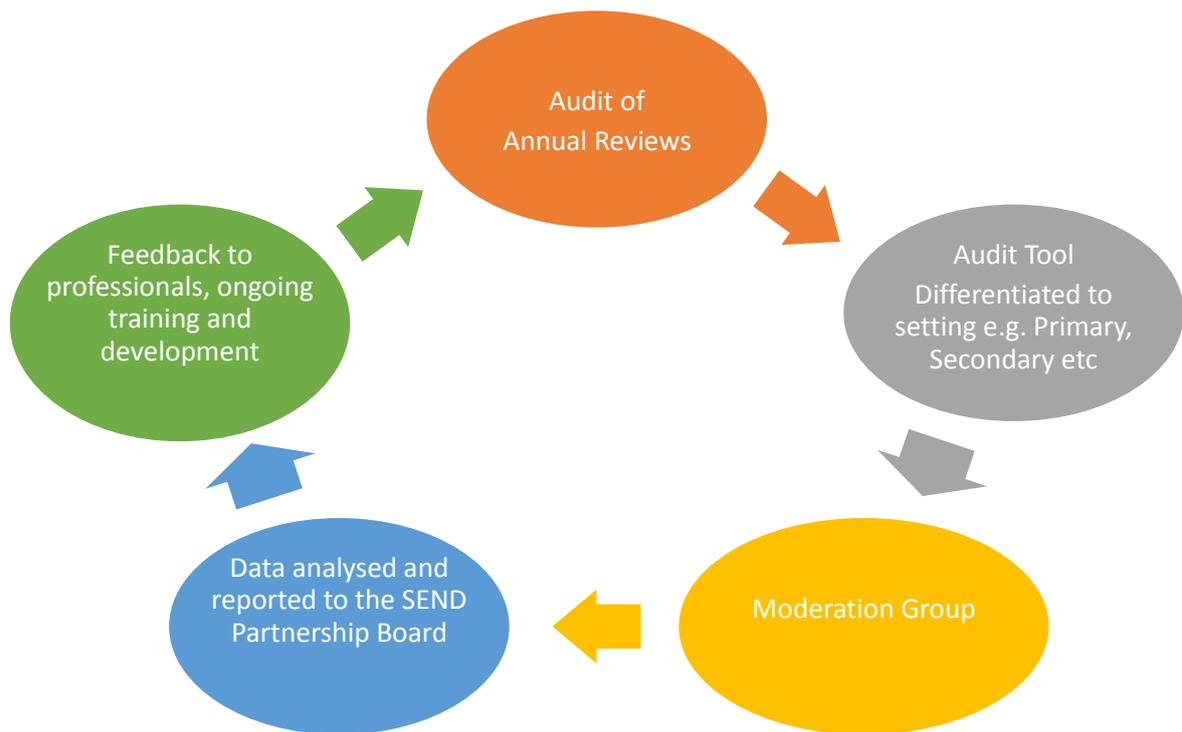
### 3. Quality Decision Tree

The quality decision tree will be used by auditors to determine the quality of the plan against each of the five standards set out in Section 3 below.

#### 3.1 Tier Two Qualitative Audits

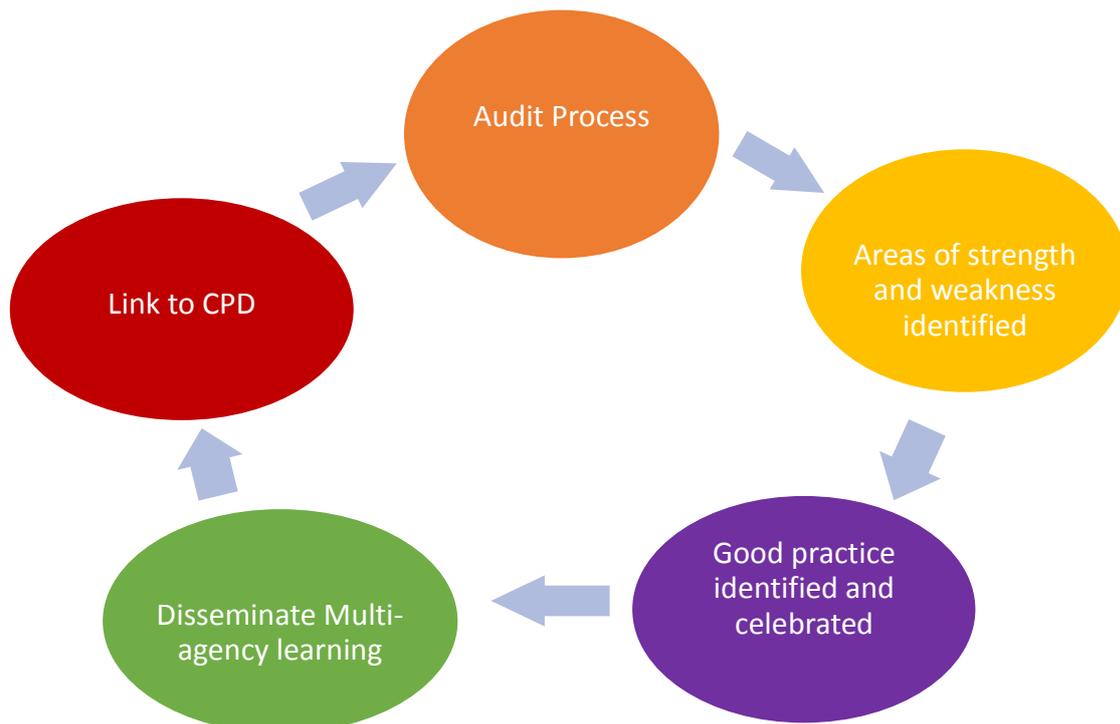


### 3.2 Tier Three Annual Review Audits



### 3.3 How audits will improve the quality of EHCP's

Outcomes from audits will be analysed and reported to the SEND Partnership Board. As part of the communication's strategy, learning will be disseminated to inform improvement, celebrate good practice and contribute to continuous professional development.



## 4. Quality Standards

The SEND Code of Practice (2015) covers the 0-25 age range and identifies the following key points that should be considered throughout the assessment and delivery of SEND support and services, specifically:

- A clear focus on the participation and contribution of children and young people, their parents and carers.
- A strong focus on high aspirations and improving outcomes for children and young people to enable them to be in the best possible place to have an independent future.
- A greater focus on support that enable those with SEND to succeed in their education and make a successful transition to adulthood.
- An emphasis on the joint planning and commissioning of services to ensure close co-operation between education, health and social care.
- Specific guidance for education and training settings to apply a graduated approach to identifying and supporting pupils and students with SEND (to replace School Action and School Action Plus).
- For children and young people with more complex needs a coordinated assessment process.
- Integrated our public duties under the Equality Act 2010 and the Mental Capacity Act 2005 into the Code of Practice.

The following standards will be used throughout the audit process:

- 4.1 **Quality Standard One** – The plan clearly records the views, interests and aspirations of the child, young person, their parents and carers and these are (a) fully represented within the plan and (b) inform the outcome of the plan.
- 4.2 **Quality Standard Two** – Plans are clear, concise, understandable, accessible and outcomes are SMART. In addition, they should be aspirational, person centred and identify prior attainment.
- 4.3 **Quality Standard Three** – Plans are holistic, all agencies involved with the child, young person, their parents and carers have contributed to the plan within timescales.
- 4.4 **Quality Standard Four** – Plans are focussed on individual special educational needs and not medical diagnosis, highlight strengths and capabilities as well as the need for support or intervention.
- 4.5 **Quality Standard Five** – Plans specify the provision required and how education, health and care services will work together to meet the child or young person's needs and support the achievement of the agreed outcomes, including transition planning.

## 5. Continuous professional development

Auditors will be drawn from health, education and the local authority and will be assigned plans to audit monthly, these will not be plans they have a direct input into i.e. contributed to or have line management responsibility for. This is to maintain objectivity and veracity and will require support, guidance and training.

All auditors will receive bespoke training on the Quality Standards and how to make judgements against the standards namely outstanding; good; requires improvement and inadequate. All agencies represented on the SEND Partnership Board have undertaken to support and commit personnel to under the audit programme.

The target number of plans per auditor will be agreed by the SEND Partnership Board and initially involve EHCP's issued since January 2018. Older plans or those that have transitioned from SEN Statements to an EHCP will be audited through the annual review process and thematic audits.

**SEND Partnership Board  
December 2018**