

# SEND Responsibility Framework: Working together for our children

In Worcestershire we believe in working together and all doing our part for our children with SEND.

By committing to the following responsibilities and welcoming feedback on how we are doing, we can achieve better outcomes for our children and young people.

## As settings we need to...

- Make sure we know our children with SEND well and know what progress they are making
- Speak to parent carers if we have concerns about children's progress and let them know what we are doing about it
- Tell parent carers about children's strengths and what is going well
- Ask parent carers what help they think their children need and act on this where we can
- Make sure all our staff have the skills and understanding they need to help our children
- Make sure our children with SEND are included in school life by making changes to the way we do things so they don't miss out
- Listen to what children say about the help they need and act on this where we can
- Welcome children with SEND as valued members of our community from their first visits to our settings
- Involve other professionals when we need help to understand how to support children

### What others can do to help us

- **Talk** to our teachers or to our Special Educational Needs Coordinators (SENCOs)
- **Raise** concerns with our Head Teachers or Governing Boards if things don't get better
- **Get involved** in improving our work with children with SEND by volunteering

## As parents and carers we need to...

- Read and engage with information that is shared with us
- Build a relationship with people working with our children through regular open communication
- Come to meetings, tell others about our child (including their strengths), share our point of view and listen to others
- Help people working with our children understand what makes a difference for them and what is impacting on their lives
- Keep talking or writing to people working with our children if things aren't going well or when we disagree
- Let people know how to communicate with us effectively

### What others can do to help us

- **Talk** to us about what is happening
- **Ask** if we need support
- **Offer** us support and strategies which will help our child
- **Keep** us informed about the information that needs to be shared with other professionals

## As WCF SEND Team we need to...

- Consider Education Health and Care Needs Assessment requests carefully, looking at all the evidence
- If the evidence does support the need for an assessment to go ahead, tell parent carers and settings why and what they can do next
- Complete an assessment within 20 weeks, where one has been agreed
- Answer any questions parent carers and settings have quickly using plain English
- Listen to and value a variety of opinions throughout the assessment and involve parent carers as much as possible during the process
- Keep talking to parent carers and settings if things aren't going well or when we disagree
- Talk to parent carers about our decisions and help them understand what they can do if they disagree
- Review children's Education Health and Care Plans every year and update their plans with agreed changes
- Support and challenge settings if we don't think they are doing what they need to for our children with SEND

### What others can do to help us

- **Talk to us**, start with the SEN Caseworker and if you don't see the changes you want, talk to a manager
- **Raise concerns** and tell us when things have gone well using our complaints and compliments policy
- **Take part** in our annual parent carer or setting SEND survey