Appendix 1

Specialist Workstream Draft Action Plan: Sub Group 1 - Out of Authority Placements analysis

Context

This Action Plan sets out the proposed actions to be agreed at the Sub Group and sanctioned by the Specialist Provision Workstream and SEND Executive Board. Further actions will be agreed by the Sub Group and it will be updated with new actions as they are agreed.

TASKS

1. Collate detailed data on all OOA placements and carry out deep dive into profile of needs of children and young people.

2. Map education, health and care needs of these children and young people.

3. Develop system for identifying children and young people who without the right holistic support for them and their families, may be at risk of requiring an out of authority placement in the future.

4. Map outcomes to current provision and identify gaps.

5. Track starting points and destinations of pupils accessing OOA provision

6. Develop options for a pattern of provision that would meet these needs locally, including proposals for residential provision where required to meet needs.

BLUE (B)	Action not yet due to start
RED (R)	Action not yet started/significant delay in implementation. The action must be prioritised to bring it back on track to deliver improvement.
AMBER (A)	Action started but there is some delay in implementation. The action must be monitored to ensure the required improvement is delivered.
LIGHT GREEN (LG)	Action is on track to be completed by the agreed date.
DARK GREEN (DG)	Action completed and there is evidence that the improvement required has been made. The action remains in the plan for monitoring.
COMPLETED (C)	Action completed and there is evidence that the improvement has been sustained. Approved by the Strategy Group to be removed from the plan.

Action(s)	Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status 0pen/Closed
1. Review all external placements to inform proposals for options for developing/changing provision to meet those types of need locally in the future.						
a) Collate information on profile of age, need and cost of all OOA placements.	Detailed information in place to help determine where further interrogation is required and as a template for recording information in future that will support commissioning decisions	**End May**	HR/AH	LG	Spreadsheet has been developed and an initial analysis taken place which will help determine what further actions are required and where to focus further interrogation. Further sections have been added following sub group to provide more thorough information.	
b) Analyse data by types of provision and a detailed description of what is provided by them from contracts/cost breakdowns/web sites (group sizes, staffing ratios, other professionals available on site.	Report provided to sub group 1 providing more detailed information to inform actions to be taken forward by sub group 2.	**Sept**	HR/AH	LG	Information has been gathered and this work is ongoing	
c) Track starting points and destinations of pupils accessing / have accessed Ind/NMSS + OOA provision	A summary report is in place that provides detailed information on identification and destination that will help determine further actions that need to be taken	**Beginning Sept**	AH/HR	LG	Proforma now includes previous school. Started with those placed since 2014	

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Action(s)	Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status Open/Closed
d) Profile the needs and journeys of pupils that have been placed in Ind and NMSS since September 2014	This information is included in summary report	Aug 18	AH/HR	LG	This has been started over the summer holiday period	
e) Map the outcomes of children and young people placed in Ind / NMSS + OOA.	This information included in summary report			B		
f) Review the monitoring arrangements for pupils placed out of area	There is a clear picture of what is being collected which informs development of standardised approach for Hertfordshire	Sept 18	Commissioning, AH, HR	LG	Contracts have been interrogated, and the monitoring arrangements are not always clear. Annual Reviews of some pupils have been looked at. What has been found will support identification of actions to improve the monitoring arrangements. The group feel that a similar rigour and process to that carried out with CLA wold be helpful	
g) Identify local gaps in provision and provide to information to sub group 2.	Include in report above	Oct 2018	All	B		
h) Develop template for special schools to review children in their schools who	All information is returned using the same format to support collation	End Aug	AH	LG	Template developed in draft along similar lines to questionnaires	

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Action(s)		Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status 0pen/Closed
	without the right local support may require an OOA placement in the future						
i)	Special schools to complete template and return.	Clear picture of the needs of pupils who are at risk of requiring OOA placement if meeting their needs as they get older is not planned for now.	12th October	Special School Heads + AL + health rep	B		
j)	Map education, health and care needs of pupils placed OOA	Detailed profile in place that determines gaps in provision locally	End Oct	HR/AL/KB/AH	B		
k)	Review the process for commissioning places out of area for CLA children with an EHCP.	There is a clear procedure in place for Virtual School, SEN and social worker to work together to identify best placement.	End Oct	AH/AM/AL			
l)	Draft summary report of profile of children at risk of OOA to include recommended actions.	Detailed profile in place that determines gaps in provision locally	End Oct 2018	HR	B		
m)	Review the contracts/agreem	There are contracts/SLAs in place	Aug 18	Commissioning/AH/HR	LG	(See action F commentary)	

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Action(s)	Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status Open/Closed
ents and pricing schedules for all Ind and Non maintained special schools	for all OOA placements which set out detail and cost of what is being provided against the EHCP					
n) Develop SLAs with a consistent monitoring frameworks for all commissioned placements (use CLA PEP AS GUIDE)	Clear monitoring arrangements are in place and reported that demonstrate children and young people are having their needs met, the provision set out in their EHCP is in place and that they are making progress	**Oct 18**	**Commissioning, AH, HR**	B		
o) Collect and collate feedback from: • Parents/carers • Young people • Previous school • Other professionals regarding previous pathways of CYP placed OOA	Themes from feedback from families taken into account and used to inform further actions	**End Oct 18**	HPCI/HR/AH	B		
p) Develop template for collating feedback	Template supports consistent collation of information	**19th July**	All	DG	Questions developed and circulated to the sub group for comment and amended accordingly. This will be rolled out in September re identified CYP	
2. **Collate profile of information for other groups who may not be accessing a full time suitable education and those currently receiving outreach from special schools.**						

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Action(s)	Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status Open/Closed
a) Populate spreadsheet with information on the following groups: • EHE • Pupils attending special schools across borders • Pupils on part time timetables • Unplaced children, including CLA	A thorough overview is in place of CYP not accessing their education entitlement and those educated across the borders which informs recommendations for the development of local provision.	**Beginning Sept**	AH/HR/SG/AM	DG	This has been completed	
b) Collate information on all pupils who have accessed commissioned outreach over last 4 years and their current placement.	Identify the percentage of cases where outreach support enabled the pupil to continue to have their needs met in local provision	**Oct 18**	Outreach schools/HR/Sylvia Hundal?	B		
c) Identify which pupils currently placed OOA where their previous schools accessed outreach and collate feedback from that outreach provider.	The necessary and sufficient conditions are identified for supporting successful outreach. These are used to articulate a clear school to school support model that can be incorporated into SLAs in future.	**Oct 18**	Outreach schools/HR	B		
3. **Develop options for a pattern of provision that would meet these needs locally, including proposals for residential provision where required to meet needs. (link to activity in Sub Group 2 regarding Residential Provision)**						

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Action(s)	Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status Open/Closed
a) Using draft SEND Strategy as a starting point draft vision for special schooling/speciali st provision for Herts	There is clear information on the role of special schools/specialist provision as part of the graduated response to meeting CYPs needs locally where possible.	July 19th 2018 and then Special Heads group in Sept		LG	Sub group considered it and felt needed greater clarity in SEND Strategy. HR will draft a summary version for consideration that can be used for communications etc	
b) Use the information collated in sections 1 and 2 above, develop a report with recommendation s to include • What actions need to be taken to support earlier identification of need • What actions need to be taken to adapt current Herts provision to meet these needs locally • What new provision needs to be	Report approved by sub group 1 and passed over to Sub Group 2	End Oct		B		

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Action(s)	Success measure(s)	Key Dates	Lead/Key People and services	RAG	Progress Update	Status 0pen/Closed
developed to meet gaps in provision						
Training / CPD						
• Review the induction and training for mainstream social workers to ensure it includes SEND, things to consider and processes to follow when considering placement of a child			**All – add to agenda of future meeting**	B		