

VALE of GLAMORGAN

Complex Needs and Schools Liaison Team

Team Plan 2013/14



BRO MORGANNWG

Team Manager	Jane Werrett
Service Plan	Complex Needs and Schools Liaison Team
Date signed off	14 th January 2014
Signed off by	<i>R Jones</i>

Outcome 1:	All learners achieve their full learning potential in order to maximise their life opportunities
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Objective 5:	To support, promote and nurture the engagement of parents and carers in their child's learning
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Context for this objective:	Parent and carer engagement, consultation and learning is a priority for the directorate and the Council in realising its, 'achievement for all' vision.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS05/A049	Continue to work with Snap Cymru to develop joint parent support group meetings to enable parents to contribute to the development of provision for ALN in the Vale	A number of avenues are provided for communication between parents and the Council, in order that parents can access support and the Council can use their views to help inform service provision	H	Kay Poultney Ruth Ferrier	1.9.13	1.4.14	Existing resources	
LS05/A050	Continue to consult	Inclusion of	H	Jane Werrett	1.9.13	1.4.14	Existing	

	with the newly established parent consultation group and feed responses into the policy making process	parental views will assist development of provision within the Vale to accurately reflect the needs of the service users		Kay Poultney Ruth Ferrier			resources	
	To review and update The Parent information booklet and to ensure more comprehensive distribution	Information presented in a user friendly format for ease of reference and that is easily accessible to service users	H	Jane Werrett Kay Poultney	1.9.13	1.4.14	Existing resources	
	To review and update VoG Web to ensure accuracy and to broaden its content	Current information is available in a user friendly format for service users	M	Team in liaison with Team leaders	1.9.13	1.4.14	Existing resources	

Outcome 2:	Vulnerable learners make accelerated progress
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Objective 6:	To improve attendance and maintain learner engagement and participation
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Context for this objective:	An analysis of 2012 outcomes indicated that performance falls rapidly in proportion to absence at each key stage. Even a small (up to 4%) absence rate significantly affects outcomes. Progress has been made in recent years to improve attendance at both primary and secondary levels, but it is essential that this work continues due to the direct link between absence levels and outcomes.
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
51 (CP) 54 (CSCYP)	Check the accuracy of electronic data transfer between schools SIMS and the LAs ONE databases to ensure that the LA has robust data for analysis and reporting to WG	Exclusion Forum is informed of all exclusions and the data can be accurately analysed. This will assist in keeping exclusion rates low and allow close scrutiny of the number the number of days	H	Jane Werrett ALN Support Team	1.9.13	1.4.14	Existing resources	

		lost to fixed term exclusions						
LS06/A063 63	Finalise the Managed Moves protocol	Managed Moves Protocol agreed with headteachers. The implementation of the protocol is monitored via the Exclusions Forum		Jane Werrett Exclusions Forum	1.9.13	1.4.14	Existing resources	
LS07/A069 69	Further develop the use of data on ALN to support schools to develop their capacity to meet the needs of groups of learners	Data used to target interventions in schools requiring intervention. ONE database developed to provide 'provision data to inform SIIS colleagues of additional support provided by the service		Complex Needs Team	1.9.13	1.4.14	Existing resources	

Outcome 2:	Vulnerable learners make accelerated progress
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Objective 7:	To develop provision to meet individual learner needs
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Context for this objective:	The Council has a duty to assess and review pupils with special educational needs and ensure that procedures are followed in accordance with the statutory requirements and regulations
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
59 (CP) (CSCYP/ A2.11)	Ensure an effective monitoring system is established for admissions to the EIB	Timely referrals to SEN panel to ensure that admission deadlines can be met	H	Jane Werrett Kay Poultney	1.9.13	1.4.14	Existing resources	
61	Maintain the current 100% rate of statements completed within 26 weeks by further liaison with health colleagues to agree a protocol	Timely issue of statements and maintenance of 100% target	H	Jane Werrett Kay Poultney Gill Bishop Jacky Higgins R Vaughan Jones	1.9.13	1.4.14	Existing resources	

63	Contribute and provide information and appropriate data for the task and finish group to achieve the devolvement of the LSA budget to primary schools	Devolvement is achieved which will prevent overspend and ensure that support is appropriately targeted to pupils with SEN	H	Complex Needs team	1.9.13	1.4.14	Existing resources	
	Closer collaboration with early years providers and nurseries in respect of young children with SEN	Earlier identification to provide timely interventions and smooth transition to statutory education	H	Jane Werrett Kay Poultney R Vaughan Jones	1.9.13	1.4.14	Existing resources	
	To review and update referral documentation related to SA+ and annual review documentation related to SA processes to capture relevant	Quality of information is improved and provides the level of data required for SIIS to make informed decisions in relation to	H	Complex Needs team	1.9.13	1.4.14	Existing resources	

	and current information	placement and provision						
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Outcome 2:	Vulnerable learners make accelerated progress
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Objective 8:	To narrow the gap between the success of vulnerable learners and their peers
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Context for this objective:	SEGLAC is used to provide alternative forms of education for LAC The Council is committed to reducing the relative gap in achievement between those pupils eligible for FSM and those who are not
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
LS08/A0 79 LS12	Effectively monitor the use of grant funding to monitor the achievements and outcomes for LAC and children leaving care	Up to date data is available for LAC co-ordinator to make informed decisions in respect of packages that can be offered to LAC to improve their outcomes and achievements	H	Complex Needs team	1.9.13	1.4.14	Existing resources	
	To provide information and to	Shared understanding of	M	Complex Needs team	1.9.13	1.4.14	Existing resources	

	contribute to the SENCO PLC responsible for improving consistency of practice in provision mapping and improving the timelines of the statementing process for children and young people with ALN	processes which will enable referral documentation to be interpreted effectively that may impact upon provision made at SA+ or through SA process						
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Outcome 3:	Learning environments are stimulating, safe, healthy, secure and efficient
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Objective 10:	Robust safeguarding arrangements are in place in all learner settings
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Context for this objective:	Safeguarding is a key priority for the Council and the learning and Skills Directorate
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Ref.	During 2013-14 we plan to:	Outcomes we'll achieve from this action are:	High , medium or low priority	Officer responsible for achieving this action	Start Date	Finish Date	How will the work be resourced?:	Progress
	Establish a system to ensure that LSAs appointed by SIIS have received all checks before commencing employment	Fulfil LA obligations in respect of safeguarding in schools and compliance with the Safer Recruitment policy	H	Complex Needs team	1.9.13	1.4.14	Existing resources	
	Review the system of issuing performing and chaperone licenses	Fulfil LA obligations in respect of safeguarding and its statutory requirements	H	Jane Werrett Ian Ernest Complex Needs team	1.9.13	1.4.14	Existing resources	

