



SEND, Looked After and Vulnerable Groups Casework Team

We provide a service for children and young people with special educational needs and disabilities (SEND) who:

- are undergoing an Education Health and Care (EHC) Assessment aged 0-14 years
- have an EHC Plan
- require support from services through the [Local Offer](#)
- may have a SEN Support Plan and schools/settings are requesting a financial top-up

Our responsibilities include the following:

- Ensuring that both children and young people's views and their parent/carers are central to any decision making about SEND support arrangements.
- Acting as the main point of contact for parent/carers of children and young people with SEND.
- Contacting a range of professionals from education, health and social care as part of the assessment process.
- Working with children and young people, parents and carers and other professionals on the agreed content of an EHC Plan.
- Liaising closely with the Improving Progression of Young People Team (14 years plus team) and the Virtual School for Looked After Children team.
- Representing the council at Disagreement Resolution, Mediation and Tribunal.
- Considering requests for SEN top up, specialist equipment and Personal Budgets for children and young people with SEND.
- Arranging a school place for children and young people with an EHC Plan or an Enhanced Mainstream Provision for children and young people with a SEN Support Plan.
- Arranging additional support for nursery aged children with SEND.
- Ensuring that providers comply with their duties under the Equality Act 2010.
- Compilation of performance data in relation to SEND including the annual SEN2 return.

When is it on?

Session information Monday to Thursday 8.30am - 5.00pm
Friday 8.30am - 4.30pm

Who to contact

Contact position SEND, Looked After and Vulnerable Groups Casework Team
Telephone 03000 265 878
E-mail sencasework@durham.gov.uk
Website www.durham.gov.uk

Where to go

Name County Hall
Address Durham
County Durham

Postcode DH1 5UJ

Other details

Cost description No cost

Referral required? Yes

Referral and availability notes Parents, carers and young people over the age of 16 can request an EHC Assessment.

Early years providers, schools and colleges can also request an assessment.

Anyone can bring a child/young person with SEND to our attention.

If you have a concern about your child/young person's special educational needs, we would advise you to discuss this with staff at the setting/school /college first.

Local Offer

What does your service do?

What does your service do?

We work in a person and child centred way to support the process of education health and care plan assessments for children from birth to age 13.

Where is it located and what areas does it cover?

Where is it located and what areas does it cover?

We are based at County Hall and we cover children and young people who live in County Durham.

Who does your organisation provide a service for?

Who does your organisation provide a service for?

- Children and young people
- Parents and Carers
- Early Years Providers
- Maintained Schools
- Special Schools
- Academies

How can I start using the service?

How can I start using the service?

By contacting us at sencasework@durham.gov.uk

How do I know what is going on and can I be involved in making plans for the future?

How do you communicate with service users and how are they involved in decision making / planning?

We actively contact all service users and communicate by phone, email and face to face discussions involving them fully in decisions around the EHCP

Is your service fully accessible?

Is your service fully accessible?

Yes

What training have your staff had regarding SEND?

What training are the staff supporting children and young people with SEND had or are having?

All staff have taken part in intensive workforce development programme around all elements of the Code of Practice and Children and Families Act.

Who can I contact for further information?

Who can I contact for further information?

Email: sencasework@durham.gov.uk

Tel: 03000 265 878

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Call the Families Information Service: **03000 269 995** or email: **fis@durham.gov.uk**



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