Local Area SEND Improvement Work during the CO-VID 19 Pandemic - Buckinghamshire Guidelines

For many of us, the response to the Covid-19 emergency will already be impacting the way we go about our working lives – whether as a result of the need for increased efforts to ensure that the services, schools and settings you provide remain open; the impact to childcare arrangements as a result of closures to schools and settings; the Government guidance to where possible work from home or away from the workplace or the sickness and/or periods of self-isolation. All of which will in some way affect or require us to change the way we’ve previously done things.

That said, it is really important that where we can, we maintain a business as usual approach, not least in ensuring we continue to focus on the improvements and progress required to make a positive difference to lives of children and young people with SEND and their families.

Impact Groups and Chairs:

1. ASD / SEMH Impact Group (Gareth Drawmer)
2. SEND Operational Impact Group (Hayley Nowley and Phil Ogley)
3. SEND Support Impact Group (Tim Jones)
4. Quality of EHCPs Impact Group (Hero Slinn / Lucy Pike)
5. Integrated Commissioning Impact Groups (Sally Parkinson)
6. Local Offer Advisory Impact Group (Anna Ellis and Andrew Howard)
7. Outcomes Impact Group (Andrew Howard)

Summary guidance:
Where possible, Impact Groups and the SEND Improvement Group will meet virtually – in practical terms it may not be possible or necessary for all members to take part in these ‘virtual meetings’ (more information relating to Skype for Business telephone conferencing can be found at the end of this document) and it will be for the Chairs of these groups to determine whether a meeting will proceed virtually and who needs to be involved. However it is important that these groups continue to reflect our Local Area partnership approach to co-production and SEND improvement, and be representative of all stakeholders across education, health, care and families. On other occasions, it maybe that documents that would usually be considered in a face to face meeting, are circulated, and time given to consider them, with comments returned to the Chair, thus conducting the session via email.

In order for the Impact Groups to continue to progress work plans and actions, the Chairs of the Impact Groups may decide to include a few key members including owners of current
and outstanding actions; leads of individual work streams or task and finish groups; or those who are critical to the development of a piece of work. With the possibility of changes in commitments and work schedules for all of us, it is really important that we keep our availability and responses to meeting requests updated, this will allow the Chairs of these groups to make decisions about how best future meetings should proceed.

If a ‘virtual meeting’ is not possible, for example if the group is not quorate, then members are responsible for continuing to progress work and actions and where required continue to update the Chair of the Impact Group. Where ‘virtual meetings’ do not go ahead the Chairs of the Impact Groups liaise with those with open actions to request updates to inform work plans and the wider SEND Improvement Plan and SEND Self-Evaluation.

Information on setting up teleconferencing for BCC employees/ BCC buildings:

https://intranet.buckscc.gov.uk/how-do-i/ict/flexible-working/skype-for-businesslync/skype-for-business-teleconferencing/