

SEND WHO'S WHO

A GUIDE

INCLUSION & SPECIALIST INTERVENTION OUTREACH SERVICE (INSPIRE)

Who we are

InSplre consists of teams of qualified specialist teachers from a broad range of backgrounds who work with school staff in Hammersmith & Fulham to promote education, inclusion and achievement of learners.

**The Dyslexia Team are a traded service and there is a charge for their support and interventions and is available to both residents and non-residents.

Who we support

- Children, young people aged 0-25 years and their families who are residents of Hammersmith & Fulham and children / young people who are non-residents but in H&F EYFS education settings. Learners can be referred to the service by schools or a specialist health professional

The teams work with schools to support staff in making the teaching and learning accessible including those with:

- sensory needs (visual impairment and hearing impairment)
- communication and interaction needs, which includes those with autistic spectrum condition (including Autism)
- specific literacy and numeracy difficulties including Dyslexia and Dyscalculia
- pre-school children with significant developmental delay

What we do

The individual support for learners is informed from partnership conversations with the family, school and SEN support plan or EHC plan. Specialist targeted interventions with rigorous assessment and progress tracking, including:

- Observing the learner in schools and other settings
- supporting schools to develop strategies and a clear programme of support
- liaising with other agencies with permission from parents
- diagnostic assessments
- support with use of technology and specialist equipment
- provide information for the EHC plan and annual reviews
- facilitating support groups for parents and young people
- direct support for the learner involved that may include modelling techniques for school staff to implement
- specialist training and advice for staff; professionals and families
- linking with parents and carers
- offering advice and support for transitions, such as moving from primary to secondary school
- liaising with and work jointly with a wide range of professionals including Speech Therapists, Educational Psychologists, Audiologists, Ophthalmologists and Health Visitors

Contacting us



145 - 155 King Street
Hammersmith
W6 9XY



020 8811 8190



inspire@lbhf.gov.uk

FAMILY SUPPORT

Who we are

Local Authority trading company providing trauma informed support, guidance and help for families with children 0-19 (25 SEND) through direct work with families and within Children's Centres.

Who we support

- LBHF residents who have a child 0-19 (25 for SEND)
- Schools
- Private, voluntary and independent settings (PVI's), childminders and nursery settings


What we do

- Work with families to improve lives with the ethos of building stronger brains
- Provide Children's centre services and activities at 5 of the 7 LBHF centres
- Support with school attendance

- Provide afterschool and holiday club provision
- Support with a range of issues that cause distress or dysfunction within a child's life (housing, finance, trauma, wellbeing etc)
- Support Early Years settings with strategies, referrals, EHCP and assessments
- Run termly SENCO networks for settings SENCOs
- Coordinate 2 year old free nursery placements
- Work directly in schools and nurseries to support children
- Support families who have applied for funded place and where their child has an additional need
- Support settings with additional funding such as DAF (Disability Access Fund) Inclusion funding or contingency funding applications
- Observe children in Early years settings such as Private Voluntary Independent settings, Childminders
- Support parents experiencing difficulties with transitions
- Delivery training within a yearly programme for Early years settings
- Run childminding information sessions, pre-registration training
- Manage placements of CIN children

Contacting us

Family Support Brochure (PDF)

 0208 753 6070

 www.family-support.org.uk

OCCUPATIONAL THERAPISTS (EDUCATION)


Who we support

Children, young people aged 0-25 years and their families who are residents of Hammersmith & Fulham and children/young people who are non-residents but in Hammersmith & Fulham education settings.

What we do

- Work collaboratively with children, their families and school communities to enable children to achieve their potential at school, home, and their community. We advise about participation in school routines, self-care, play and leisure tasks, and accessing community places.
- Work closely with the multi-disciplinary team, as well as wider Health, Education and Social Care services
- Provide support through individual or group sessions in the school setting or through a programme developed by OT and carried out by school staff and parents.
- Train school staff alongside other members of the multi-disciplinary team
- Deliver occupational therapy outlined in EHC plans to support children to carry out their everyday activities in line with their own ability and any health conditions

Contacting us

 145 - 155 King Street
Hammersmith
W6 9XY

 020 8753 1021

 send@lbhf.gov.uk

EDUCATIONAL PSYCHOLOGISTS

Who we are

We are qualified Educational Psychologists registered with the Health and Care Professionals Council.

Who we support

Children, young people aged 0-25 years, school communities and their families who are residents of Hammersmith & Fulham and children/young people who are non-residents but in Hammersmith & Fulham education settings.

What we do

- Consultation (defined as joint problem solving) with teachers, parents/carers and other adults who work with children, young people and young adults to clarify concerns and set up positive interventions
- Psychological assessments (contributing to Education, Health and Care Plans)
- Advice, guidance and interventions (e.g. strategies and ideas to move problematic situations forward positively)
- Work with groups of children, young people, parents/carers and organisations
- Research and evaluation
- Support for Critical Incidents in schools
- Professional development and training
- Apply evidence-based practice to inform our work

Contacting us



145 King Street
Hammersmith
W6 9JT



020 8753 6604



send@lbhf.gov.uk

EHC COORDINATORS (0 – 13)

Who we support

Children, young people aged 0-25 years and their families who are residents of Hammersmith & Fulham.

What we do

- Provide information on Education, Health and Care (EHC) needs assessments and EHC Plans
- Support parents and young people to ensure that their views, wishes and feelings are included in EHC Plans
- Provide information on changing school or college at key points of transition
- Co-ordinate co-production meetings for new EHC needs assessments
- Identify and consult on potential education placement options
- Monitor EHC Plans, including attendance at annual review meetings where required
- Co-ordinate requests for placements and support to LA decision makers
- Amend EHC Plans following reviews where required
- Work closely with other professionals to ensure the EHC plan reflects all their views

Contacting us



145 - 155 King Street
Hammersmith
W6 9XY



020 8753 1021 (9.30am - 4.30pm, Monday - Friday)



send@lbhf.gov.uk

EHC COORDINATORS (14 – 25)

Who we support

Young people aged 14-25 years and their families who are residents of Hammersmith & Fulham.

What we do

- Assist families to think about their options for adulthood
- Assist families to complete their section of the Education, Health and Care (EHC) plans as part of EHC reviews
- Attend annual reviews to understand aspirations, what is going well and where support could be improved
- Amend EHC plans following annual reviews
- Seek, identify and consult on potential placement options
- Work closely with other professionals to ensure the EHC plan reflects all their views
- Answer queries about placements or support and address any educational issues identified
- Work closely with the Post 16 Pathways & Employment Coordinator
- Take requests for placements and support to panel
- Co-ordinate requests for placements and support to LA decision makers

Contacting us



145 - 155 King Street
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020 8753 1021



send@lbhf.gov.uk

EHC CASEWORK SUPPORT OFFICER

Who we support

Children, young people aged 0-25 years and their families who are residents of Hammersmith & Fulham.

What we do

- Administer new Education, Health and Care (EHC) needs assessments and annual reviews of EHC Plans
- Cover the SEND Duty phone line, supporting the early resolution of enquiries from parents and young people
- Support EHCP Co-ordinators 0-13 and 14-25 with arranging meetings, sending casework correspondence and updating case records
- Coordinate and proactively oversee requests for professional advice, as well as parents and young people views
- Support EHC Co-ordinators with completing annual review of EHC Plans

Contacting us



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send@lbhf.gov.uk

INTEGRATED KEYWORKERS

Who we support

Children, young people aged 0-25 years and their families who are residents of Hammersmith & Fulham and children/young people who are non-residents but in Hammersmith & Fulham education settings.

What we do

- Provide early intervention support for children, young people and families
- Be the main point of contact for families, professionals and agencies
- Co-ordinate and/or attend meetings with professionals and the family/carer as required
- Identify any gaps and ensure appropriate referrals are made
- Maintain regular pro-active contact with families and provide practical and emotional support
- Undertake Family Support assessment, Team Around the Family (TAF) meetings, develop, monitor and review plans
- Offer advice and information to families on SEND Services
- Feed into draft Education, Health and Care (EHC) plans
- Ensure that families, children and young people are fully involved in decisions about their care and support
- Liaise with schools, health and other agencies

Contacting us



The Stephen Wiltshire Centre
Queensmill Road
Fulham
SW6 6JR



020 8753 4443



stephenwiltshirecentre@lbhf.gov.uk

DISABLED CHILDREN'S SOCIAL WORKERS

Who we support

Children aged between 0 and 18 years old who have complex needs. This includes supporting children who are looked after and children with complex health issues receiving continuing healthcare funding.

What we do

- Complete statutory child in need assessments to identify the child and family's needs and the outcomes they want to achieve
- Complete safeguarding investigations for children with disabilities where required
- Complete with families a care plan which specifies which services and support best meet the child's identified needs
- Manage the disability register
- Undertake reviews of needs and packages of support as required
- Request agreement from funding panel for packages of support
- Work closely with others, including short breaks providers, schools, colleges, health and other professionals to ensure the best outcomes for children

Contacting us



145 - 155 King Street
Hammersmith
W6 9XY



020 8753 3321

New requests for support:
0845 313 3935



familyservices@lbhf.gov.uk

PREPARATION FOR ADULTHOOD (PFA) SOCIAL WORKERS

Who we support

Eligible young people aged 14-25 years with and their families who are residents of Hammersmith & Fulham.

What we do

- All the tasks the Disabled Children's Team (DCT) Social Workers do for young people for eligible children and young people in transition aged between 14 and 25 years old
- Complete adult care act assessments of need and identify needs, outcomes and packages of support with young people to meet identified needs, for individuals with or without a learning disability
- Make referrals to adult services as required and accompany families on visits if required
- Attend annual education reviews at key transition points
- Work closely Post 16 Pathways & Employment Coordinator

➤ Assist young people and families to think about the future: work, health, housing, finance and support and plan options in adulthood

➤ Help young people and families understand how support in adulthood can be different to support provided to children

➤ Assist the local authority, health and education service to plan for future needs of young people entering adulthood

Contacting us



Parkview Centre for Health and Wellbeing
Cranston Court
56 Bloemfontein Road
London
W12 7FG



020 8383 6464



LDTeamInfo@lbhf.gov.uk

OCCUPATIONAL THERAPISTS (CHILDREN'S SOCIAL CARE)

Who we support

Children aged 0-18 years old who have a permanent and substantial disability (i.e. an underlying condition which has lasted or is likely to last over twelve months) and which causes significant day-to-day difficulties for the child, their family and/or their carers.

What we do

Paediatric Occupational Therapists in Social Care enable children to be as independent as possible in their homes. Following an assessment day, we may:

➤ Provide advice and demonstrate alternative ways of doing things

➤ Make referrals to appropriate agencies

➤ Provide equipment

➤ Make recommendations for rehousing on the grounds of disability

➤ Make recommendations for adaptations

➤ Address safety concerns for children with challenging behaviour provided intervention by Psychologist and Safer Homes

Contacting us



The Stephen Wiltshire Centre
Queensmill Road
Fulham
SW6 6JR



020 8753 4443



stephenwiltshirecentre@lbhf.gov.uk

STEPHEN WILTSHIRE CENTRE SHORT BREAKS PLAY WORKERS

Who we support

Children with disabilities from age 5 up to their 18th birthday who are eligible for core or targeted support.

What we do

➤ Plan and facilitate the programme of Short Breaks activities at The Stephen Wiltshire Centre to meet the needs of eligible children with disabilities and support their families

➤ Agree with families' support plans that identify which services and support best meet their identified needs

➤ Engage with children in play and assist them to meet the outcome targets agreed for short breaks

➤ Develop new activities following feedback and review of sessions delivered

➤ Undertake reviews of packages of support as required

➤ Oversee the health and safety of the play space, equipment and activities at the centre

➤ Liaise with families and professionals about what the children achieved during the sessions and what they most enjoyed and any issues and challenges during the sessions

➤ Provide advice and support to other professionals about short breaks and other local services

Contacting us



The Stephen Wiltshire Centre
Queensmill Road
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SW6 6JR



020 8753 4443



stephenwiltshirecentre@lbhf.gov.uk

SHORT BREAKS REVIEW TEAM

Who we support

Children and young people from birth to their 18th birthday who are identified as having a permanent and substantial disability and their families.

What we do

- Meet with families to discuss their request for support as the front door to SEND social care support at the Stephen Wiltshire Centre
- Provide advice and support to other professionals about Short Breaks and other local services
- Help families identify the outcomes they and their child want to achieve
- Take Short Breaks requests to panel as required
- Undertake reviews of packages of support as required
- Co-produce assessments with families to identify levels of short breaks packages
- Agree with families' support plans which identify which services and support best meet their identified needs
- We work closely with colleagues across SEND services to support families effectively, including referring families to other professionals where required

Contacting us



The Stephen Wiltshire Centre
Queensmill Road
Fulham
SW6 6JR



020 8753 4443



stephenwiltshirecentre@lbhf.gov.uk

POST 16 PATHWAYS & EMPLOYMENT COORDINATOR

Who we support

Young people aged 14 - 25 with special educational needs and disabilities and their families who are residents of Hammersmith & Fulham and children/young people who are non-residents but in Hammersmith & Fulham education settings.

What we do

- All the tasks the Disabled Children's Team (DCT) Social Workers do for young people for eligible children and young people in transition aged between 14 and 25 years old
- Assist young people and families to think about the future: work, health, housing, finance and support and plan options in adulthood
- Complete adult care act assessments of need and identify needs, outcomes and packages of support with young people to meet identified needs, for individuals with or without a learning disability
- Help young people and families understand how support in adulthood can be different to support provided to children
- Make referrals to adult services as required and accompany families on visits if required
- Attend annual education reviews at key transition points
- Assist the local authority, health and education service to plan for future needs of young people entering adulthood

Contacting us



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020 8753 1021



send@lbhf.gov.uk

TRAVEL COORDINATOR (BASED IN TRAVEL CARE TEAM)

Who we support

Families, schools, short breaks and other settings to identify and risk assess the needs of children with special educational needs and disabilities to travel. We continue this support for up to age 25 years for education when the individual has an EHCP.

What we do

- Receive requests for travel support for school and social care
- Complete reviews of travel care plans
- Consider the needs, age, vulnerabilities and skills of the young person and the journey travel is requested for to make an assessment for travel care
- We complete travel care assessments in partnership with the family and professionals involved with the family

- Complete travel care assessments in partnership with the family and professionals involved with the family
- Liaise with transport providers to monitor the quality of their service

- If travel support or transport is required, we identify the best means of providing this - that might be independent travel training, an individual travel budget, transport, and or escort support

- There is occupational therapy support for assessments where required
- Address and troubleshoot any problems with transport arrangements

Contacting us



145-155 King Street
Hammersmith
W6 9XY



020 8753 3667



travelcare@lbhf.gov.uk

LOCAL OFFER AND CO-PRODUCTION

What we do

- Work closely with children, young people and families and the strategic leads for coproduction in the council to make sure the co-production work is going in the right direction
- Lead on the Preparation for Adulthood agenda, working to ensure young people have the support they need for successful transition into adulthood
- Work with schools and education settings and other stakeholders, to develop innovative ways to include children and young people and ensure they have the opportunity to reach their own potential
- Oversee the arrangements for the SEND Independent Advice and Information Service (IASS)
- Produce and distribute information and literature about the Local Offer and SEND Service
- Develop the post-16 offer for young people, co-ordinate the H&F Supported Internships and development of other pathways into and out of education, including work experience and apprenticeships
- Maintain the Local Offer, update as required, and support providers to manage their pages

Contacting us



145-155 King Street
Hammersmith
W6 9XY



local.offer@lbhf.gov.uk

SEND HEALTH PARTNERSHIPS LEAD / SENIOR DESIGNATED CLINICAL OFFICER

What we do

- Provide overall strategic direction for the CCG and local health services in meeting statutory requirements for SEND, identifying priorities for development and facilitating their implementation
- Supporting joint working between the local authority and health partners in the development of integrated services

DESIGNATED CLINICAL OFFICER

What we do

The purpose of the role is to coordinate and improve health SEND planning and practice within the local area. The post-holder is employed by the CCG. This includes:

- Working closely with children and young people's health services, supporting all activities necessary to ensure that the health provider services and CCG meet their responsibilities for children with SEND
- Acting as a point of contact for the local authority, health services and schools when seeking advice on SEN or disabilities

HAMMERSMITH & FULHAM

SEND LOCAL OFFER

INFORMATION ON LOCAL SERVICES AND SUPPORT FOR CHILDREN AND YOUNG PEOPLE (AGE 0-25) WITH SPECIAL EDUCATIONAL NEEDS AND DISABILITIES, AND THEIR FAMILIES

www.lbhf.gov.uk/localoffer