



West Sussex Framework for the Development and Sustainability of Co-Production in SEND

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Framework Agreed:.....

Date of Review:.....

1. Introduction

A clear commitment to co-production is at the heart of the Code of Practice (COP) 2015 and it makes it clear that many aspects of the new legislation need to be agreed and where possible, co-produced across a wide range of partners that include:-

- the local authority;
- health;
- education settings and education providers;
- families (parent carers)
- children and young people;
- the voluntary and community and the faith sector.

The new OFSTED and CQC framework for inspection applies not just to the Local Authority but the Local Area. In order to ensure that this is an ongoing dialogue which is not just about co-design but also about a joint approach to evaluation, review and ongoing improvement, these co-production relationships need to be planned for and sustainable. This is particularly true for co-production work with parent-carers, children and young people. Sustainable, representative structures need to be in place to ensure that co-production is embedded and resourced so that families are not being approached in a piecemeal fashion. 'Consultation fatigue', 'lack of capacity', different understandings of what co-production means, and unsustainability are all emerging as challenges for the long term implementation of the new legislation.

This document sets out to outline a consistent view of what is meant in West Sussex by co-production and gives examples of when this approach should be used, recognising that working in this way is one of the culture changes that underpins the COP. This document itself has been co-produced.

1.i. West Sussex

Partners in West Sussex are committed to ensure that we work in coproduction in all aspects of work relating to special educational needs and disability (SEND) children, young people and their families. In 2016/17 partners worked in coproduction to agree a framework and policy with regard to the approach and commitment to this way of working.



This document, based on the SE7 suggested framework, outlines the way in which we will strive to work in West Sussex.

1.ii. Other related Documents

This framework should be read alongside the other documents in this suite:

- West Sussex Parent Carer (WSPCF) Partnership Agreement
- SE7 (Pathfinder) Good Practice Guide
- Self-Evaluation Tool

2. Terminology

For the bases of this document the framework uses the following terms:

SEND = Special Educational Needs & Disability

CYP = Children and Young People

COP = Code of Practice

Policy = a high level statement of what co-production should look like as agreed by partners within each Local Area

Strategy = high level plan to achieve and implement the policy

Action-Plan = detailed plan to achieve and implement the policy

3. What should be in a local Co-Production Policy?

3. i. Context

The new COP 2015 makes it clear that the engagement and participation of parent carers, children and young people (CYP) is at the heart of the SEND reforms. This applies to their individual participation in their own identification of need, assessment and planning, and to their strategic participation in planning, decision-making and commissioning;



'LAs must ensure that children, their parents and young people are involved in discussions and decisions about their individual support and about local provision'. COP, 2015.

This is mirrored in the priorities of the new OFSTED/CQC framework which emphasises the importance of engaging with CYP and their parent carers at both an individual and strategic level.

This **framework focuses** on the second of these, the **strategic participation** of parent carers and young people in SEND, but it is emphasised that local policies should embrace both individual and strategic levels of co-production.

3. ii. Co-Production: Representation

When it comes to representation we work in the following way:

Parent Carers

In order to support the involvement of parent carers, the DfE has supported and funded the development of parent carer forums in every region across England.

'The essential element is that parent carers work as a group in a forum, representing families living with a wider range of experiences and additional needs. Supported by training, governance processes, parent carer colleagues and linked to a wide membership of other families, these parent carer representatives can operate in a proactive way, bringing evidence of patterns where change is needed, and working as critical friends to the local authority.'
National Network of Parent Carer Forums (NNPCF) June 2014 Progress Report (pg. 10)

- **Local Arrangements to support West Sussex Parent Carer Forum**

In West Sussex our main parent carer partner with regards to SEND co-production is the West Sussex Parent Carer Forum. To support this arrangement we have in place a Partnership Agreement between the local authority (education and social care) and health. This agreement is reviewed annually and a partnership board made up of representatives from the Forum and education, health and social care meets termly.

The partnership agreement is also supported with funding which supports the core running costs of the Forum as an organisation and ensures that representation is costed and that parent representatives are trained, supported and reimbursed for costs.

- **Additional arrangements to ensure hard-to-reach groups are able to participate in co-production**



All partners, including the WSPCF make arrangements to ensure that hard-to-reach groups are able to participate. These arrangements include running a quarterly networking event for parent carers to engage with (Coffee, Cake and Networking), using social media to promote opportunities and update parent carers, work with other organisations who are working and supporting other identified hard-to-reach groups (for example WSPCF work in partnership with Carers Support West Sussex).

- **Support engagement and co-production with other representative parent carer groups**

Whilst the WSPCF work hard to ensure that they are pan disability and representative of the needs and views of all parent carers, we acknowledge that this is not always possible. West Sussex works with other parent carer and welcomes engagement beyond the Forum – recent work in this area has included:-

- working with groups of parent carers to specifically look at support for parents carers of children with ADHD;
- supporting the visibility of parent carers whose children and young people require hoist assisted toilets;
- working with home educators on the social care innovation project;
- supporting military families;
- making links with multi-faith group groups and raising the profile of the WSPCF.

Children and Young People

West Sussex supports co-production of children and young people in three ways;

- Individual level;
- service level;
- strategic level.

In order to support this work we have a SEND Youth Participation Worker who is based in our Integrated Prevention and Early Help (IPEH) Service. Their role is to ensure that SEND CYP are co-producing services and inputting at a strategic level.

In addition to this and at an individual level, the local area has invested in a range of person centred initiatives to support personalisation, this include commissioning (in co-production) Person Centred Planning PCP Training as well as piloting RIX Wiki's with a number of children and young people in the County.

Our SEND Youth Participation Worker is working with young people to set up a SEND Youth Forum and this work has been supported nationally through work we have been involved with through both the Council for Disabled Children and In-Control Youth.



- **Links to National Groups**

West Sussex has links with Council for Disabled Children and young people's voice at a local level is fed into the Making Our Voice Heard group. West Sussex has also been at the forefront of national best practice with the development of a film where young people co-produced a film explaining the process of a social care assessment.

3. iii. Scope

Partners Covered by this Policy:

Local Authority (West Sussex County Council):

- Family Operations (including Child Disability Teams)
- Adult Services (including the Transformation Project)
- Education and Skills (including SEN & Inclusion)

Health:

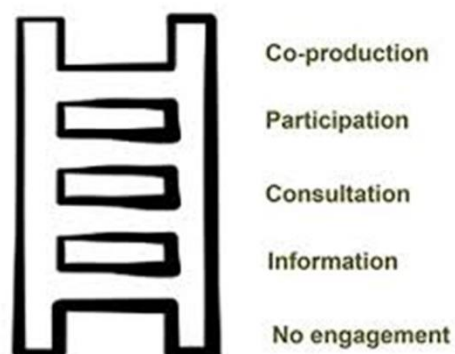
- Clinical Commissioning Groups (CCG's) - Coastal West Sussex, Horsham & Mid Sussex, Crawley
- Sussex Community Foundation Trust (SCFT)
- Sussex Partnership Foundation Trust (SPFT)
- Acute hospital trusts – Western Sussex, Surrey and Borders, BSUH

Type of work area covered by this policy:

All areas related to SEND should be covered by this policy. We acknowledge that whilst we strive to achieve co-production in all areas there are streams of work where this is still our aspiration.

Other levels of participation:

In West Sussex all partners refer to the ladder of participation to depict and explain the different levels of participation. All partners acknowledge that whilst we strive for strategic co-production there might be times when information, consultation and participation are also part the process.

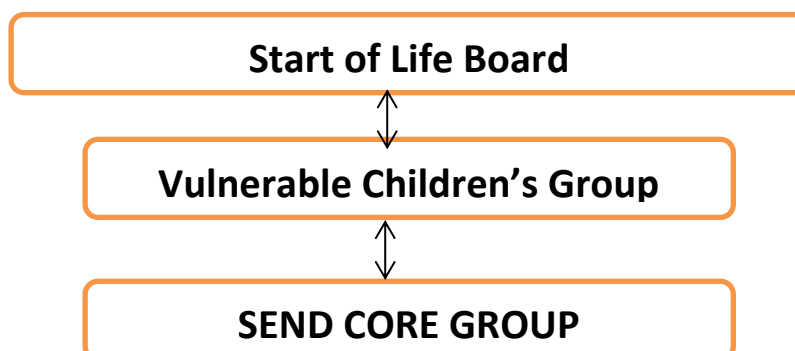


Co-production	A partnership process where parent carers are valued members of a team shaping services for families of children and young people with special educational needs and/or disabilities. 'Effective parent participation happens when parents have conversations with and work alongside professionals in order to design, develop and improve services'
Participation	The forum works with strategic groups and decision making groups to decide what should happen and shape services
Consultation	The forum is asked what they think about particular developments or issues
Information	The forum is provided with information from the department / provider about what is happening
No engagement	The forum do not know who to contact and have no working relationship with the department / provider

(C Britton, S Thomas & S North, Markers of good practice in building Parent Carer Participation(2012))

3. iv. Governance

In West Sussex the governance of the Framework and Co-production Policy is with the SEND Core Group.





Updates relating to the Framework will also be communicated to the Disabled Children's Partnership Board.

3. v. Roles and responsibilities

Parent carers

The partnership agreement sets out the expectations regarding roles and responsibilities between WSPCF and partners. Accompanying the agreement is a meetings and project schedule that outlines the projects and meetings that our co-production priorities by all partners.

Whilst a meetings and projects schedule is agreed yearly to focus the work of the Forum, we are striving to work towards agreeing yearly outcomes that we agree through working together across services.

CYP

SEND Youth Participation Worker will ensure that the views of SEND CYP are captured in the various work streams. The views of SEND CYP are also linked into the wider work of the voice and engagement team and link directly into the vulnerable children's group.

Officers

Officers understand the advantages to working in co-production and aim to work in this way across all elements of SEND.

3. vi. Support

Remuneration

Parent Carers

Parent carers are remunerated for expenses and where applicable paid for project work – this is set out in the partnership agreement with West Sussex Parent Carer Forum.

WSPCF will also administer, where possible, the reimbursement of parent carers who are engaged in co-production but not necessarily representing the WSPCF. This is paid for via the core funding that WSPCF receives as part of the partnership agreement.



CYP

CYP are reimbursed for expenses and this is processed via IPEH.

Training

WSPCF trains parent carer representatives to ensure that they are able to represent the wider views of SEND families in West Sussex.

Young people are also trained to ensure that they understand the importance of voice and representation.

***Need to consider what training should be offered to support officers to understand co-production and working with parents.*

Mechanics of Co-production

Ensuring true participation in co-production requires arrangements to be made in order to involve parent carers and children and young people in the process. Arrangements are captured in the Partnership Agreement and some of these requirements are captured below.

Parent Carers

- Where possible meetings should be arranged during term-time and between the hours of 10am and 2pm.
- Those arranging meetings should consider the geography of the county and account for parent carers travel time – where possible a variety of meeting venues and locations should be used (i.e. we would try to avoid a particular meeting always being in one venue.)
- Considerations should be taken into account to ensure that venues are accessible to a range of needs.
- Parent Carer representatives should be sent papers ahead of meetings and where possible the Chair of a meeting would be available for the parent to contact them before to ask any questions they may have about the format of the meeting and outcomes that the meeting/project is seeking.
- Meetings should be jargon free and the Chair should ensure that any participant is free to ask questions about terminology and language to ensure that everyone understands the content.

CYP

- Where possible meetings should be arranged at times and places so that young people can positively engage – after school or college, at a weekend or during school holidays.

- Venues should be fully accessible and those organising the meeting should have an knowledge of the venue. (Lift access and hoist assisted toilets should be considered as requirements that some young people might need).
- Meetings should be jargon free and the Chair should ensure that any participant is free to ask questions about terminology and language to ensure that everyone understands the content.
- Adaptations should be made to sessions to ensure that all young people can participate and a way that is comfortable to them.

Good Practice Guide

A good practice example of co-production has been the project that West Sussex worked in partnership with the Council for Disabled Children to look at creative ways in which social care assessments could be improved for disabled children, young people and their families.

These links capture the co-production that took place with parent carers, officers and children and young people to come up with ideas to improve the social care assessment process.

Parent carer co-production session:-

<https://youtu.be/W1sqg90QCl8>

Young person co-production session:-

<https://www.youtube.com/watch?v=9QTwci7FUnI&feature=youtu.be>

No more throw away people:

<https://www.youtube.com/watch?v=egav5xjb-lg>

Self-evaluation

In order to self-evaluate we work on a basis where we:

1. Agree the activities of the Forum on a (yearly) basis
2. Agree the level of participation that the activity is striving for
3. Outline what the strategic outcomes are of the activity
4. Review and be able to demonstrate the impact that the activity has made with a Self-Evaluation Tool which is part of this Framework.

