# OLDHAM’S CO-PRODUCTION MEETING TEMPLATE – STATUTORY ASSESSMENT TOOLKIT OVERVIEW.

## June 2022

# Contents of the toolkit

Page 3 Purpose of toolkit Overview

Page 4 Evidence to include to the Local Authority

Appendix 1 Co-Production Meeting Minutes Template

Appendix 2 One Page Profile Guidance and Templates

Appendix 3 Preparing for Adulthood – Planning my Future Life Booklet (to be used onwards, and including, Y9 pupils)

# PURPOSE OF TOOLKIT

The purpose of this toolkit is to enable Oldham Local Authority SEND Team to gain key information during the statutory assessment process for an Education, Health and Care Plan (EHC Plan), set out in Section 9 of the SEND Code of Practice: 0-25 years. Key points include:

* The views of children, young people and their families must be sought and they must be involved during the assessment process.
* Disruption to the family should be minimised. This includes avoiding multiple assessments and appointments. There should also be a tell us once approach so that families do not have to repeat the same information to different professionals.
* EHC Plans should be clear, concise and positive. They should also be free from jargon.
* It should reflect the views of the child or young person
* EHC Plans should be focused on the outcomes an individual child is expected to achieve. Any targets must be specific and set out what support is needed to achieve those outcomes.

The purpose of this toolkit is to focus on the separate sections within the working document template (in bold):

* **The views, interests and aspirations of the child or young person and family (section A)**
* What the special educational need is (section B)
* Any health needs relating to their SEND (section C)
* Any social care needs relating to their SEND (section D)
* **The outcomes sought for that individual child or young person (section E)**
* What support is needed for the child or young person’s SEND (section F)
* What support is needed from health or social care services (sections G and H)
* **The name and type of school or other placement (section I)**
* Personal budgets (section J)

# EVIDENCE TO INCLUDE TO THE LOCAL AUTHORITY

The person facilitating the co-production meeting template must complete the following resource templates in this document:

Appendix 1 Co-Production Meeting Minutes Template

Appendix 2 One Page Profile Template, found within the One Page Profile Guidance and Templates document

**AND**

Appendix 3 Young Persons Views Template (to be used onwards, and including, Y9 pupils)

Please return via email to ehcinfo@oldham.gov.uk, no later than 2 weeks after the meeting has been held.