



**Family and
Childcare Trust**

Creating a family friendly UK

Local Offer – Self-Evaluation Tool

SEND learning module Local Offer



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Introduction

This self-evaluation tool has been developed by SE7, supported by Portsmouth, Leicester City and Nottinghamshire and has been used by the Family and Childcare Trust with permission. It provides a helpful checklist of the required content for the Local Offer and also supports the evaluation of the principles and qualities underpinning the Local Offer.

You are welcome to use the tool in whichever way is helpful to you. It supports self-evaluation through consideration of both the qualities and the content and provides pointers to consider. It includes the required information as set out in the SEND Code of Practice 2014 (July 2014) and paragraph references are provided. It also includes a space to think about next steps, as over time our Local Offers will develop and improve, building on the feedback we will receive from our partners and Local Offer users.

The Local Offer will develop over the next couple of years and this framework will support the planning of your next steps in coproduction with parent carers and young people as well as professionals and service providers. The framework will assist areas to be transparent about the stage of development of their Local Offer; it would be worth considering publishing the resulting action plan and setting out the development of the Local Offer over the short and medium term. This will not only be of use to those working on the Local Offer development but will also assist users of the Local Offer to be clear about what is included already, what is planned and when they can expect it to be included. Together with a contact number for queries on topics not yet included in the Local Offer, the action plan should help to manage the expectations of users and help them to understand how they can become involved.

Self-Evaluation Framework

The Local Offer is not just information – it also needs to meet the qualities outlined in paragraph 4.7 of the SEND Code of Practice 2014 (July 2014) . The following table shows how the selected principles map to the qualities in the Code of Practice.

Collaborative	▶ Coproduced by parent carers, young people and professionals
Accessible	▶ Accessible
Comprehensive	▶ Holistic ▶ Empowering for parent carers, young people and professionals ▶ Starting with what is widely available ▶ Factual
Up to date	▶ Sustainable and sustained ▶ Factual
Transparent	▶ Transparent ▶ Factual

This framework looks at the Local Offer as three separate sections, all of which should be in line with the qualities above:

1. Strategic information about the Local Offer and how it was developed and reviewed including strategic planning and commissioning
2. General information e.g. about how to access services including an EHC needs assessment/plan
3. Services and provision

Under each of the headings the items have been grouped as far as possible, to help you to complete the self-evaluation and develop any associated action plan.

Unfortunately there is an amount of potential crossover between the sections e.g. where the Code of Practice asks for 'support for ...' this has generally been placed in the general information section, but it is recognised that 'support for...' is likely also to include services. The structure of this self-evaluation tool is not intended to imply any particular organisation of the Local Offer – these are decisions best taken locally.

We recognise that much of the Local Offer content cannot be evaluated with a simple yes or no, so you might wish to use a four point scale when evaluating your progress so far e.g. not started/early stages/developed/well developed.

Section 1 – Qualities

1.1 Collaborative

1.1.1 Developing the Local Offer – Parent Carers				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
<p>A. How closely have parent carers been involved in designing the Local Offer?</p> <p>a. the information to be included?</p> <p>b. the look and feel of the Local Offer?</p> <p>c. where and how the Local Offer is published?</p>				
<p>B. Has this been a broadly representative group of parent carers including the Parent Carer Forum?</p> <p>a. how representative has the involvement been?</p> <p>b. how have other parent groups been included?</p> <p>c. how have parents of children on SEN Support been involved?</p>				
<p>C. How fully do parent carers feel they have been involved and do they feel a sense of co-ownership of the Local Offer? (Coproduction)</p>				

1.1.1 Developing the Local Offer – Parent Carers continued				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
<p>D. How have parent carers been supported to take part in this type of strategic decision making?</p> <p>a. is there participation training?</p> <p>b. are they clear about their role and how they can contribute?</p> <p>c. is there is an established policy for recognising and rewarding them for their contribution?</p> <p>d. how fully does their involvement meet the criteria for coproduction?</p>				

1.1.2 Reviewing the Local Offer – Parent Carers

Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. How will the strategic involvement of parent carers in overseeing the Local Offer be supported to continue?				
B. How will parent carers who are not involved in the strategic work be involved in reviewing the Local Offer?				
C. What steps will you take to get the views of a wide range of parent carers including those with children on SEN Support?				
D. How have parent carers been involved in establishing the processes for seeking, collecting and publishing comments on the Local Offer?				
E. How have/will parent carers be involved in developing the response to the comments and how it will be published?				

1.1.3 Developing the Local Offer – Children and Young People				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
<p>A. How effective are the processes for involving children and young people in designing the local offer?</p> <p>a. the information to be included?</p> <p>b. the look and feel of the Local Offer?</p> <p>c. where and how the Local Offer is published?</p>				
<p>B. Has this been a broadly representative group of children and young people?</p> <p>a. how representative has the involvement been?</p> <p>b. how have younger children been involved?</p> <p>c. how have children and young people with communication needs or other complex needs been supported to be involved?</p> <p>d. how have children and young people on SEN Support been involved?</p>				
<p>C. How fully do children and young people feel they have been involved and do they feel a sense of co-ownership of the Local Offer? (Coproduction)</p>				

1.1.3 Developing the Local Offer – Children and Young People continued				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
<p>D. How have children and young people been supported to take part in this type of strategic decision making?</p> <p>a. is there participation training?</p> <p>b. are they clear about their role and how they can contribute?</p> <p>c. is there an established policy for recognising and rewarding them for their contribution?</p> <p>d. how fully does their involvement meet the criteria for coproduction?</p>				

1.1.4 Reviewing the Local Offer – Children and Young People				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
<p>A. How effective are the processes for involving children and young people in designing the Local Offer?</p> <p>a. the information to be included?</p> <p>b. the look and feel of the Local Offer?</p> <p>c. where and how the Local Offer is published?</p>				
<p>B. How will the strategic involvement of children and young people in overseeing the Local Offer be supported to continue?</p>				
<p>C. How will children and young people who are not involved in the strategic work be involved in reviewing the Local Offer?</p>				
<p>D. What steps will you take to get the views of a wide range of children and young people including those on SEN Support?</p>				
<p>E. How have children and young people been involved in establishing the processes for seeking, collecting and publishing comments on the Local Offer?</p>				

1.1.5 Partners and Professionals – Education Settings				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. How closely have education settings, including early years settings, schools and colleges been involved in the development of the Local Offer?				
B. How have education settings been supported to contribute to the Local Offer and also publish the required information?				
C. How will education settings be involved in the review of the Local Offer?				

1.1.6 Partners and Professionals – Local Authority				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. Are the elected members and senior leaders in the local authority appropriately involved in the development and review of the Local Offer?				
B. Is there an agreement about how the Local Offer and its review will inform the joint commissioning arrangements? Are there processes for this?				
C. How well are other local authority teams and services able to contribute to the format, content and style of the Local Offer?				
D. How will local authority leaders, teams and providers be involved in the review of the Local Offer?				

1.1.7 Partners and Professionals – Health				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. How closely are the CCG(s) and senior leaders in health authorities involved in the development and review of the Local Offer?				
B. How well are health providers and services able to contribute to the format, content and style of the Local Offer?				
C. How will health service leaders, teams and providers be involved in the review of the Local Offer?				

1.1.8 Other partners including the voluntary and community sector				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. How well have other partners been able to be involved in the development of the Local Offer?				
B. How have they been supported to contribute to the Local Offer content?				
C. How will they be involved in the review of the Local Offer?				

1.2 Accessible

1.2 How accessible is the Local Offer?				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. How easy is your Local Offer to find using a search engine?				
B. How well does the internal search function work?				
C. How has the Local Offer been road tested with users? How has the feedback from users, including children and young people, on accessibility been sought and addressed?				
D. How easy is it to retrace steps when searching through the Local Offer? E.g. do links to other websites open in a new tab?				
E. Is the Local Offer in Plain English? a. Can children and young people understand the things they need and want to? b. Can parent carers understand the things they need and want to? c. Have 'jargon', acronyms and 'local authority speak' been stripped out? d. How well are users supported to understand any specialist language?				

1.2 How accessible is the Local Offer? continued				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
F. How well is access to the Local Offer being supported for those without access to the internet?				
G. How well is access to the Local Offer being supported for those who have additional needs? a. Is it available in other formats? b. Is possible to enlarge the font size? c. Does the website have an accessibility certificate? d. Is it clear who to contact if there are accessibility issues?				
H. How well will the review of the Local Offer include the ease of use and layout of the Local Offer?				

1.3 Comprehensive

1.3 How comprehensive is the Local Offer?

Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. Does the Local Offer cover the full age range including very young children and 19-25 year olds?				
B. Does the Local Offer include universal as well as targeted and specialist services?				
C. How well does the Local Offer support parents and young people on SEN Support?				
D. How well does the Local Offer support the achievement of good life outcomes?				
E. How broadly does the Local Offer include support in the community as well as directly provided services?				
F. How well will the review of the Local Offer include the range and quality of the education, health and care provision across 0-25 in the local area?				

1.4 Up to date

1.4 How up to date is the Local Offer?				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. How well are the processes for sustaining the Local Offer operating?				
B. Does the Local Offer make clear how often it will be updated?				
C. Are updates to the Local Offer dated and publicised?				
D. Who is accountable for ensuring the Local Offer is up to date?				

1.5 Transparent

1.5 How transparent is the Local Offer?				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
A. Does the Local Offer include information on provision that the local authority believes will actually be available?				
B. Does the Local Offer include information about decision making at a strategic level? a. when decisions are made? b. on what basis they are made? c. who is responsible and accountable for the decision? d. how parent carers and young people are involved? e. how and when the decisions are made public?				
C. Does the Local Offer include information about decision making at an individual level? a. when decisions are made? b. on what basis they are made? c. who is responsible and accountable for the decision? d. how parent carers and young people are involved? e. how parent carers and young people will be informed of the decision?				

1.5 How transparent is the Local Offer? continued				
Things to think about	Evaluation 1-4	Evaluation	Comments	Next steps
<p>D. Does the Local Offer include budgetary information?</p> <p>a. how decisions about budgets for SEND are made and who makes them?</p> <p>b. how joint commissioning operates in the area?</p> <p>c. how the views of parent carers and young people are sought?</p>				

Section 2 – Information

2.1 Strategic Information

2.1.1 Joint Commissioning and Strategic Decision Making				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
A. Joint Commissioning intentions and how to comment on them?	3.33			
B. Opportunities for parents, children and young people to participate in strategic decision making in the local authority and the CCG(s)	4.10			
C. How the local authority is securing sufficient childcare for working parents including how the local authority is working with providers to plan and manage local provision of childcare	4.30			
D. The local authority's accessibility strategy	4.30			

2.1 Strategic Information

2.1.2 The Local Offer				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
A. Which groups and organisations were consulted on the Local Offer	4.14			
B. How parent carers are involved in developing the Local Offer	4.10			
C. How parent carers are involved in reviewing the Local Offer	4.10			
D. How parent carers are supported to take part in developing and reviewing the Local Offer	4.10			
E. How children and young people are involved in developing the Local Offer	4.10			
F. How children and young people are involved in reviewing the Local Offer	4.10			
G. How children and young people are supported to take part in developing and reviewing the Local Offer	4.10			
H. How the review of the Local Offer will include both the layout and ease of use of the Local Offer and the range and quality of the education, health and care provision in the local area	4.22			
I. How to provide feedback on the Local Offer	4.10			
J. Comments provided on the Local Offer and the responses to them	4.26			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
SEND arrangements				
A. The arrangements for identifying and assessing SEN	4.30/4.58/4.38			
B. How to request an assessment for an EHC plan	4.30/4.58			
C. Who can request an assessment for an EHC plan	4.30/4.58			
D. How EHC needs assessments are undertaken	4.30/4.58			
E. Information about the EHC plan	4.58			
F. Local arrangements for collaboration between institutions to support those with SEN e.g. cluster groups of schools or colleges	4.39			
G. The plan for transition from statements to Education Health Care Plans (EHCPs)	Transfer Guidance			
Personal budgets				
A. Information about personal budgets including a policy for personal budgets produced with parents and young people	4.58			
Transport				
A. Transport policy including for 16-25 year olds including any specific arrangements for specialised transport, support with transport costs, and independent travel training	4.48-4.51			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
Information, Advice and Support				
A. How to access the Information, Advice and Support Service (IASS) and how it is resourced	2.3/4.30/4.60			
B. Annual report on the effectiveness of the IASS	2.8			
C. Information about the Parent Carer Forum and other support groups	4.30/4.45			
D. Information about any forums or support groups for children and young people	4.30			
E. Local Healthwatch	2.18/11.102			
F. Where information and advice on the adult care and support system (Care Act 2014) can be found	4.43			
Resolving disagreements				
A. Arrangements for resolving disagreements	4.30			
B. Arrangements for mediation	4.30			
C. How to make complaints	4.30			
D. Rights of appeal to the First-tier Tribunal (SEN and Disability)	4.30			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
Early years				
A. Entitlement to free early years education	5.19			
B. Eligibility criteria for free early education places	4.38			
C. How the local authority supports early years settings to provide for children with SEND including whether/how this is funded	5.59/4.39			
D. The arrangements for reviewing children's progress in the early years including progress checks and health and development reviews	4.38			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
A. Support to help children and young people move between phases of education	4.30			
B. What the local authority expects its educational settings to provide from within their delegated budgets	4.32			
C. The local authority's arrangements for providing top up funding for children and young people with high needs	4.32/4.39			
D. The support available to schools to provide for children and young people with SEND	4.39			
E. The support available to colleges to support young people with SEND	4.39			
F. Where schools' SEN information can be found	4.36			
G. Where information about SEND provision published by Post 16 providers can be found	4.36			
H. Any arrangements for collaboration between educational settings to support those with SEN	4.39			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
A. Short breaks for disabled children statement	4.44			
B. How to request a carers' assessment	4.45			
C. Support for young people moving between children's social care services to adults including how and when the transfer is made	4.42/3.54			
Youth justice				
A. Support for children and young people who have been released from custody	4.39			
Health				
A. Continuing care arrangements and how these are aligned to the EHCP process	4.40			
B. Support for young people moving between healthcare services for children to healthcare services for adults	4.40/3.54			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
Preparing for adulthood				
A. Support and provision for 19-25 years olds with and without an EHCP	8.52			
B. Pathways to employment	4.53			
C. Support from employment services and how to obtain it e.g. job coaches	4.53			
D. Support available from employment agencies	4.53			
E. How young people can apply for additional support for employment e.g. DWPs' Access to Work fund	4.53			
F. Support available from Year 8 to help children and young people plan their careers	4.53			
G. Support for young people in living independently and finding appropriate accommodation	4.42/4.54			
H. Support for young people to access mainstream community facilities and local youth services	4.55			
I. Volunteering opportunities and the support to access them	4.55			
J. Support in using the internet and social media	4.55			
K. Support for young people to access mainstream community facilities and local youth services and to access social opportunities	4.55			
L. Volunteering opportunities and the support to access them	4.55			

2.2 General Information				
Does the Local Offer include information on:	COP reference:	Evaluation 1-4	Evaluation and comments	Next steps
Preparing for adulthood continued				
M. Support in using the internet and social media	4.55			
N. Support for young people in managing a personal budget in health and social care	4.53			
O. Opportunities for young people to influence decisions about local leisure and social activities	4.55			
P. Support for young people in higher education and how to apply for a Disabled Student Allowance	4.30			

Section 3 – Services and provision

2.3. Services and provision				
Does the Local Offer include information on:	COP reference:	Evaluation 1–4	Evaluation and comments	Next steps
Early years				
A. Provision for young children who need support at home or in informal settings before or as well as the support they receive from an early years setting	5.13/4.38			
B. Childcare	4.30/4.42			
C. Early years settings including free early education places	4.32			
D. Early years specialist support including training for parents, therapy and portage	5.19			
Educational provision				
A. Other educational provision e.g. sports or arts, paired reading schemes	4.30			
B. Apprenticeships and how they are funded	4.30/4.46–			
C. Traineeships and supported internships	4.30/4.46–7/4.53			
D. Institutions approved under Section 41	4.30			
E. Services assisting early years providers, schools and post 16 institutions to support children and young people with medical conditions	4.39			
F. Post 16 education and training provision	4.30			
G. Universal support e.g. schools and the arrangements for making those services accessible to those with SEND	4.31/4.40			
H. Could include school commissioned services	3.66			

I. Special educational and training provision outside of area	4.4			
J. Targeted services in education	4.31			
Social care provision				
A. Leisure activities	4.30,4.42			
B. Short breaks provision	4.44			
C. Targeted services in social care	4.31			
D. Specialist services in social care	4.31			
Health provision				
A. Universal support e.g. GPs and the arrangements for making those services accessible to those with SEND	4.31/4.40			
B. Targeted services in health	4.31			
C. Specialist services including: ▶ speech and language therapy ▶ mental health services ▶ palliative and respite care ▶ other provision for children with complex health needs ▶ other services e.g. emergency care provision and habilitation support	4.31/4.40			