

**Policy and Procedure
For
Special Educational Needs**

- A This policy deals with the arrangements which should be made in all Cambian establishments to provide for the special educational needs of individuals in our care.

Its affects all staff.

Make sure that you are familiar with the detail and what is expected of you under the policy.

1 Purpose

- 1.1 To ensure that Cambian Group complies with all the relevant current legislation and other National Standards which govern this area of our work.
- 1.2 To ensure that all Cambian Group Establishments meet and where possible exceed the requirements of good practice in the meeting of special educational needs of individuals in our care.
- 1.3 To ensure that in every Establishment in the Group effective systems are put in place to ensure that statutory requirements and the tenets of good practice are met and if possible exceeded.
- 1.4 To ensure that these systems are appropriately resourced and effectively managed.
- 1.5 To ensure that no individual in our care requiring SEN provision is overlooked, inadequately supported or denied access to the resources he/she requires.
- 1.6 To ensure that all staff of the Establishment are made and kept aware of individual's in our care special educational needs and that they receive the training and support they require to help in meeting such needs.
- 1.7 To ensure that the arrangements made in the Establishments to meet the requirements of this policy are kept under regular review, their effectiveness monitored and appropriate improvements introduced.

2 Policy

- 2.1 All the individuals in our care attending Cambian Group establishments have been assessed as having Special Educational Needs (SEN), as defined in the relevant Education Acts, and it is important to define what is meant by Special Educational Needs in our particular context. The general arrangements made for the education and care of individuals in our care at Cambian Group establishments have already taken account of the wide range of SEN which has resulted in their being placed with us. When a particular individual in our care is found to have 'significantly greater difficulty in learning' than the majority of individuals in our care in the establishment, he/she is regarded as having additional special educational needs.
- 2.2 The Board of the Cambian Group shall ensure that the necessary provision is made for any individual in our care who has Special Educational Needs (SEN) and any additional special needs.
- 2.3 The Board shall, in each of the establishments in the Group, appoint a 'Responsible Person' (usually the Head of the establishment) who will be responsible for ensuring that the appropriate provision is made and that all staff of the establishment are made and kept aware of all individuals' in our care' special needs.
- 2.4 The Responsible Person shall appoint a suitably qualified and experienced member of staff as SEN Co-ordinator (SENCo) to be responsible for the day-to-day operation of the Establishment SEN policy and for co-ordinating provision.
- 2.5 The SENCo, under the direction of the Responsible Person, shall design, install, operate and maintain systems which effectively ensure that the SENs of all individuals in our care are identified and accurately assessed. Such systems will complement the general arrangements made in the establishment for assessment,

under the terms of Group Education Policy: Curriculum development, Review, Planning, Delivery, Assessment, Recording and Reporting.

- 2.6 The SENCo, under the direction of the Responsible Person, shall ensure that all assessed SENs are met by an appropriate and effective system for the delivery of additional provision and that those systems are kept consistently under review to ensure continuing effectiveness.
- 2.7 The SENCo shall set up and maintain an SEN Register for the establishment. He/she will also be responsible for maintaining accurate records of the steps taken to give access to such provision and of its effectiveness in meeting assessed SEN.
- 2.8 The SENCo shall put in place and operate a system whereby staff can refer to the SENCo individuals in our care about whom they have concerns in relation to learning difficulties and ask for further assessments to be made (the system should also allow for those individuals in our care who are competent to do so to self-refer).
- 2.9 The SENCo, with the support of the Head and senior staff, shall be responsible for the day-to-day management of special needs provision and for securing the resources necessary (including professional expertise) making use as necessary of outside support services and agencies.
- 2.10 The SENCo shall be responsible for providing an advisory and support service to staff colleagues with regard to all aspects of SEN provision in the establishment and, where necessary, for offering in-service training to those deemed to require it.
- 2.11 The Responsible Person shall ensure that the effectiveness of the agreed organisational arrangements for SEN provision is kept continuously under review and action taken as appropriate.

3 Procedures

Action by the Board, Director of Operations and Heads

- 3.1 The Head and senior management of each Establishment shall comply in full with all the requirements of this policy document.
- 3.2 The Head shall be the 'Responsible Person' for that establishment in relation to the requirements of this policy.
- 3.3 The relevant Director(s) and Director of Operations shall monitor the performance of the establishments in relation to the requirements of this policy and to take appropriate action to correct any failure to conform.

Action by the Responsible Person

- 3.4 The Responsible Person will devise and issue an establishment SEN Policy covering all aspects of those policies and procedures. The policy will reflect the needs of the school and the individuals. The policy will be approved via the Director of Operations and the Board.

It will include:

- clear details of management roles and responsibilities, i.e. the responsibilities of the person designated as Head of Education and of the person designated as SENCo;
 - an outline of the organisational arrangements agreed with SENCo.
- 3.5 The Responsible Person will, in consultation with the Director of Operations, appoint a suitably qualified and experienced member of staff as SENCo to carry out the duties assigned by this policy document and encapsulated in the Policy document SENCo Job Description;
 - 3.6 The Responsible Person will regularly (at least once per year) review the additional SEN provision being

made in the establishment. He/she will record the results of such reviews, noting any significant points raised and action taken.

3.7 In carrying out this review the Responsible Person will, as a minimum, take account of:

- records and reports produced by SENCO and others;
- results of internal or external audits of SEN provision;
- observations undertaken by senior establishment/Group staff;
- Reports on individuals' in our care progress.

Action by SENCo

- 3.8 The SENCo will assume responsibility for the planning and co-ordination of SEN provision in the establishment.
- 3.9 The SENCo will devise, install and operate arrangements for identifying the special educational needs of all individuals in our care and any additional special needs identified following admission, as defined. These arrangements will, as a minimum, ensure that account is taken of evidence deriving from:
- pre-admission data;
 - parental input;
 - staff observations
 - appropriate test procedures
 - student input (where appropriate)
 - reports from therapists.
- 3.10 The SENCo will be responsible for the collection, collation analysis and synthesis of all such evidence and for its being recorded in a form which renders it accessible for assessment purposes.
- 3.11 (Where systems do not already exist for this purpose.) The SENCo will devise, install and operate arrangements for assessing the SEN needs of individuals in our care. Such arrangements will be in line with Group policies and procedures on Education Policy: Formal Curriculum Development, Review, Planning, Delivery, Assessment, Recording and Reporting.
- 3.12 The SENCo, taking advice as appropriate, will be responsible for planning additional special needs provision matched to the assessed needs of individuals and for recording such on the Special Needs Register.
- 3.13 The SENCo will devise, install and operate arrangements for the effective delivery of additional special needs provision.
- 3.14 The SENCo, in consultation with senior establishment managers, will ensure that adequate and appropriate resources (including staff) are available to effect delivery of the service, as required.
- 3.15 The SENCo will be responsible for co-ordinating and supervising these arrangements on a day- to-day basis and for deploying the necessary resources in the most effective manner.
- 3.16 The SENCo will be responsible for monitoring the delivery of SEN provision and for keeping the Responsible Person informed of significant issues arising;

- 3.17 The SENCo will be responsible for maintaining accurate records of work done and of students'/residents' progress, in line with the requirements of Education Policy: Formal Curriculum Development, Review, Planning, Delivery, Assessment, Recording and Reporting.
- 3.18 The SENCo will set up and regularly maintain an SEN Register in the prescribed form Policy document 10.2 SEN Register (see 5.2 below).
- 3.19 The SENCo will set up and maintain a user-friendly procedure whereby education staff can refer to SENCo individuals in our care about whom they have concerns with regard to learning difficulties.
- 3.20 In establishments where individuals in our care are able to self-refer for additional help, the SENCo will set up and maintain a procedure for them to do so, using Policy document 10.3 SEN Individuals' in our care Self-Referral Form (see 5.3 below).
- 3.21 When it has been decided (see paragraph 3.3.6) that an individual in our care requires an individual programme of additional special needs provision the SENCo will be responsible for setting out that programme using Policy document Programme of Additional Special Needs Provision. The programme will be for a period of no more than three months, when it shall be reviewed by the SENCo and a renewed/amended (as appropriate) version published.
- 3.22 The SENCo may be required by the Responsible Person to offer in-service training to colleagues or to arrange such training for them if he/she is unable to provide it.
- 3.23 The SENCo will co-operate fully with the Responsible Person in the process of reviewing the additional SEN provision in the Establishment as per paragraph 3.2.3 above.

4 Standard Forms, Letters and Relevant Documents

- 5.1 OFSCH 13.01.02 - Job Description for SEN Co-ordinator
- 5.2 OFSCH 13.01.03 - SEN Register 10.2
- 5.3 OFSCH 13.01.04 - SEN Individual in our care Self-Referral Form