



## DERBYSHIRE LOCAL OFFER

### Derbyshire SEND Local Offer Aims and Terms of Reference for the Local Offer Steering Group SEND: Special Educational Needs and Disabilities

#### 1. The Local Area's vision is:

Our vision is that all children and young people with SEND will be confident to make choices which lead to fulfilled lives where they are included in their local community socially, access meaningful employment, are physically and emotionally healthy and live as independently as possible.

The Local Offer website plays a key role in achieving this vision:

- By making sure that children, young people and their families can find the information they need about local services, support and opportunities; and
- By inviting feedback to understand how local services are meeting the needs of children and families, to inform ongoing service development.

#### 2. Aims

The aim of the Local Offer is to be:

- accessible so that it is easy to understand, factual and jargon free;
- comprehensive – all those that use the website should know what support is available;
- up to date with no broken links;
- transparent;
- supportive and informative for all that use it;
- that it continually develops in response to user feedback;
- to be valued and receive positive feedback;
- and meets the statutory needs as outlined in the SEND code of practice chapter 4.

## Steering Group Roles & Responsibilities

### Members will:

1. Work collaboratively to review the Local Offer website
2. Refer and adhere to the Publishing Audit Guidance (see Annex A)
3. Assist the relevant SEND strategic themes in the planning and lead the co-ordination of content on the Local Offer website
4. Advise and support in approving relevant external provider requests to be added to the website
5. Develop review and agree an annual work plan focused on the Local Offer
6. Promote within their service areas to ensure that the Local Offer website is explained regularly to children, young people and families and details included in all appropriate communications including service letters, emails, phone calls and meetings.
7. Promote within their service areas, including public events/meetings, to ensure processes are in place to communicate information about the Local Offer website to parents/carers who have children/young people with SEND.
8. Ensure any surveys/questionnaires are collated and are used to inform developments regarding the Local Offer and its use.
9. Ensure all information on the site from their relevant services is in plain English, accessible, jargon and abbreviation free.
10. Identify and address gaps in their service information in conjunction with the SEND strategic themes of work

### Reporting

- The Steering Group will report to the SEND Executive Board

### Meetings

- Meetings will be held quarterly, and all minutes published on the website.

### Membership

Schools & Learning, DCC	Early Years SEN, DCC
Adult Social Care and Health	Participation Team, DCC
Derbyshire Parent Carer Voice (DPCV)	Commissioning, DCC
Derbyshire Information Advice & Support Service for SEND (DIASS)	Derbyshire Community Health Services NHS Foundation Trust
Preparing for Adulthood, DCC	Chesterfield Royal Hospital NHS Foundation Trust
Children with Disabilities, DCC	Derby and Derbyshire Integrated Care Board (ICB)
CS Digital & Data Service, DCC	Emotional Health & Wellbeing, Public Health

**Annex A**

## Local Offer Information Publishing Audit

The following document aims to scope and identify the range of information that the local authority **must** and **should** made available as part of its Local Offer.

Information referenced below can be found on Chapter 4 of the [Special educational needs and disability code of practice: 0 to 25 years](#).

The boxes below list the statutory information requirements of the Code of Practice for **Chapter 4 - The Local Offer**.

<p><b>What is the Local Offer?</b> <b>Code of Practice Ref. 4.1</b> (page 59)</p>
<p>Local authorities <b>must</b> publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled, including those who do not have Education, Health and Care (EHC) plans. In setting out what they 'expect to be available', local authorities should include provision which they believe will actually be available.</p>

<p><b>What is the Local Offer?</b> <b>Code of Practice Ref. 4.4</b> (page 60)</p>
<p>The Local Offer must include provision in the local authority's area. It must also include provision outside the local area that the local authority expects is likely to be used by children and young people with SEN for whom they are responsible and disabled children and young people.</p>

<p><b>Preparing and reviewing the Local Offer</b> <b>Code of Practice Ref. 4.8</b> (page 61) <b>Involving children and young people and parents</b></p>
<p>Local authorities must involve children with SEN or disabilities and their parents and young people with SEN or disabilities in:</p> <ul style="list-style-type: none"> <li>• planning the content of the Local Offer</li> <li>• deciding how to publish the Local Offer</li> <li>• reviewing the Local Offer, including by enabling them to make comments about it</li> </ul>

<p><b>Preparing and reviewing the Local Offer</b> <b>Code of Practice Ref. 4.11</b> (page 62) <b>Young people</b></p>
<p>Local authorities must engage young people directly in developing and reviewing the Local Offer and should consider setting up a forum, or a range of forums, to do so.</p>

<p><b>Preparing and reviewing the Local Offer</b> <b>Code of Practice Ref. 4.13</b> (page 63) <b>Parents</b></p>
<p>(...) Local authorities and parents should work together to establish the aims of parent participation, to mark progress and build trust. (...)</p>

**Keeping the Local Offer under review**  
**Code of Practice Ref. 4.18** (page 64)

The requirement on local authorities to publish comments on their Local Offer and their response to those comments is relevant to their duty to keep under review the educational and training provision and social care provision for children and young people with SEN or disabilities

**Publishing comments about the Local Offer**  
**Code of Practice Ref. 4.21** (page 65)

Local authorities must publish comments about their Local Offer received from or on behalf of children with SEN or disabilities and their parents and young people with SEN or disabilities.

**Publishing comments about the Local Offer**  
**Code of Practice Ref. 4.22** (page 65)

Comments must be published if they relate to:

- the content of the Local Offer, which includes the quality of existing provision and any gaps in the provision
- the accessibility of information in the Local Offer
- how the Local Offer has been developed or reviewed

**Publishing comments about the Local Offer**  
**Code of Practice Ref. 4.24** (page 65)

Local authorities **must** publish a summary of comments at least annually, although this is expected to be an ongoing process. They **must** ensure that comments are published in a form that does not enable any individual to be identified.

**Taking action in response to comments about the Local Offer**  
**Code of Practice Ref. 4.26** (page 66)

Local authorities must publish their response to comments received within the Local Offer and this must include details of the action they intend to take. They should consult children and young people with SEN or disabilities and the parents of children with SEN or disabilities in relation to the action they intend to take.

**What must be included in the Local Offer**  
**Code of Practice Ref. 4.30** (page 66)  
**The Local Offer must include information about:**

details of how parents and young people can request an assessment for an EHC plan (...)  
Arrangements for identifying and assessing children and young people's SEN – this should include arrangements for EHC needs assessments

**What must be included in the Local Offer**  
**Code of Practice Ref. 4.30** (page 66)  
**The Local Offer must include information about:**

other educational provision, for example sports or arts provision (...)  
post-16 education and training provision

<b>What must be included in the Local Offer</b> <b>Code of Practice Ref. 4.30</b> (page 66) <b>The Local Offer must include information about:</b>
apprenticeships, traineeships and supported internships

<b>What must be included in the Local Offer</b> <b>Code of Practice Ref. 4.30</b> (page 67) <b>The Local Offer must include information about:</b>
information about provision to assist in preparing children and young people for adulthood (see paragraphs 4.52 to 4.56)

<b>What must be included in the Local Offer Code of Practice Ref. 4.30</b> (page 67) <b>The Local Offer must include information about:</b>
arrangements for travel to and from schools, post-16 institutions and early years providers

<b>What must be included in the Local Offer</b> <b>Code of Practice Ref. 4.30</b> (page 67) <b>The Local Offer must include information about:</b>
Support to help children and young people move between phases of education (for example... <ol style="list-style-type: none"><li>1. From <b>Early Years to School</b>,</li><li>2. from <b>Primary to Secondary</b></li><li>3. and to <b>Prepare for Adulthood</b></li></ol>

<b>What must be included in the Local Offer</b> <b>Code of Practice Ref. 4.30</b> (page 67) <b>The Local Offer must include information about:</b>
sources of information, advice and support in the local authority's area relating to SEN and disabilities including information provided under <b>Section 32 of the Children and Families Act 2014</b> , forums for parents and carers and support groups

<b>What must be included in the Local Offer</b> <b>Code of Practice Ref. 4.30</b> (page 67) <b>The Local Offer must include information about:</b>
childcare, including suitable provision for disabled children and those with SEN

<b>What must be included in the Local Offer</b> <b>Code of Practice Ref. 4.30</b> (page 67) <b>The Local Offer must include information about:</b>
leisure activities

**What must be included in the Local Offer**

**Code of Practice Ref. 4.30** (page 67)

**The Local Offer must include information about:**

1. support available to young people in **Higher Education**,
2. particularly the **Disabled Students Allowance (DSA)** and the **process and timescales for making an application** for DSA

**What must be included in the Local Offer**

**Code of Practice Ref. 4.30** (page 67)

**The Local Offer must include information about:**

- arrangements for resolving disagreements and for mediation, and details about making complaints
- parents' and young people's rights to appeal a decision of the local authority to the First-tier Tribunal (SEN and disability) in respect of SEN and provision
- the local authority's accessibility strategy (under paragraph 1 Schedule 10 to the Equality Act 2010)

**What must be included in the Local Offer**

**Code of Practice Ref. 4.30** (page 67)

**The Local Offer must include information about:**

institutions approved under Section 41 of the Children and Families Act 2014

**What must be included in the Local Offer**

**Code of Practice Ref. 4.31** (page 67)

**The Local Offer should cover:**

- support available to all children and young people with SEN or disabilities **from universal services** such as schools and GPs
- **targeted services** for children and young people with SEN or disabilities who require additional short-term support over and above that provided routinely as part of universal services
- **specialist services** for children and young people with SEN or disabilities who require specialised, longer term support

**Educational, health and care provision**

**Code of Practice Ref. 4.32** (page 68)

**Educational and training provision**

The local authority **must** set out in its Local Offer an authority-wide description of the special educational and training provision it expects to be available in its area and outside its area for children and young people in its area who have SEN or disabilities from providers of relevant early years education, maintained schools, non-maintained special schools, pupil referral units, independent institutions approved under section 41 of the Children and Families Act 2014, and the full range of post-16 providers.

**Educational, health and care provision**

**Code of Practice Ref. 4.32** (page 68)

**Educational and training provision**

This includes information about the arrangements the local authority has for funding children and young people with SEN, including any agreements about how providers will use any budget that has been delegated to them.

**Educational, health and care provision**  
**Code of Practice Ref. 4.32 (page 68)**  
**Educational and training provision**

It includes the arrangements providers have in place for:

- identifying the particular SEN of children and young people
- consulting with parents of disabled children with SEN and disabled young people with SEN or disabilities
- securing the services, provision and equipment required by children and young people with SEN or disabilities
- supporting disabled children and young people and those with SEN in moving between phases of education and preparing for adulthood and independent living

and information about:

- approaches to teaching, adaptations to the curriculum and the learning environment for children and young people with SEN or disabilities and additional learning support for those with SEN
- enabling available facilities to be accessed by disabled children and young people and those with SEN (this should include ancillary aids and assistive technology, including Augmentative and Alternative Communication (AAC))
- assessing and reviewing pupils' and students' progress towards outcomes, including how providers work with parents and young people in doing so
- securing expertise among teachers, lecturers or other professionals to support children and young people with SEN or disabilities – this should include professional development to secure expertise at different levels

**Educational, health and care provision**  
**Code of Practice Ref. 4.32 (page 69)**  
**Educational and training provision**

- assessing and evaluating the effectiveness of the education and training provision the local authority makes for children and young people with SEN or disabilities
- activities that are available to disabled children and young people and those with SEN, including physical activities and extra-curricular activities
- supporting the emotional, mental and social development of disabled children and young people and those with SEN (this should include extra pastoral support arrangements for listening to the views of pupils and students with SEN and measures to prevent bullying)

**Educational, health and care provision**  
**Code of Practice Ref. 4.36 (page 70)**  
**Schools**

The Local Offer **must** make clear where this information can be found and **must** make clear how young people and parents can find relevant information published by post-16 institutions about their SEN provision (see Chapter 7).



**Educational, health and care provision**  
**Code of Practice Ref. 4.38** (page 70)  
**Early Years**

Local authorities must publish in their Local Offer information about childcare options available to parents including the range of expertise to support children with SEN or disabilities and should publish information about:

- free early education places and eligibility criteria
- relevant services from other agencies such as Portage, Health Visitors and Early Support
- arrangements for identifying and assessing children’s needs in the early years
- support available to parents to aid their child’s development at home, and
- arrangements for reviewing children’s progress, including progress checks and health and development reviews between the ages of 2 and 3

**Educational, health and care provision**  
**Code of Practice Ref. 4.39** (page 70)  
**Other educational provision**

Information about educational provision **must** include where to find the list of non-maintained special schools and independent schools catering wholly or mainly for children with SEN, and Independent Specialist Colleges in England, including details of which institutions have been approved by the Secretary of State, to give parents and young people a statutory right to request that they are named on an EHC plan.

**Educational, health and care provision**  
**Code of Practice Ref. 4.40** (page 71)  
**Health**

Building on the Joint Strategic Needs Assessment the **Local Offer must include information** about provision made by health professionals for children and young people with SEN or disabilities. This **must** include:

- services assisting relevant early years providers, schools and post-16 institutions to support children and young people with medical conditions, and
- arrangements for making those services which are available to all children and young people in the area accessible to those with SEN or disabilities

It should also include:

- speech and language therapy and other therapies such as physiotherapy and occupational therapy and services relating to mental health (these must be treated as special educational provision where they educate or train a child or young person (see Chapter 9 paragraphs 9.73 to 9.76)
- wheelchair services and community equipment, children’s community nursing, continence services
- palliative and respite care and other provision for children with complex health needs
- other services, such as emergency care provision and habilitation support
- provision for children and young people’s continuing care arrangements (including information on how these are aligned with the local process for developing EHC plans, which is described in Chapter 3), and
- support for young people when moving between healthcare services for children to healthcare services for adults



<p><b>Educational, health and care provision</b> <b>Code of Practice Ref. 4.41</b> (page 72) <b>Health</b></p>
<p>Local authorities and their partner CCGs <b>must</b> work together to ensure that this information is available through the Local Offer.</p>

<p><b>Educational, health and care provision</b> <b>Code of Practice Ref. 4.42</b> (page 72) <b>Social care and other provision</b></p>
<p>The Local Offer <b>must</b> include information about social care services and other provision supporting children and young people with SEN or disabilities. This should include:</p> <ul style="list-style-type: none"> <li>• childcare</li> <li>• leisure activities</li> <li>• support for young people when moving between social care services for children to social care services for adults, including information on how and when the transfer is made</li> <li>• support for young people in living independently and finding appropriate accommodation and employment</li> </ul>

<p><b>Educational, health and care provision</b> <b>Code of Practice Ref. 4.43</b> (page 72) <b>Social care and other provision</b></p>
<p>Under the Care Act 2014 local authorities <b>must</b> provide an information and advice service on the adult care and support system. This should include information on types of care and support, local provision and how to access it, accessing financial advice in relation to it and how to raise concerns. <b>Local authorities must indicate in their Local Offer where this information can be found.</b></p>

<p><b>Educational, health and care provision</b> <b>Code of Practice Ref. 4.45</b> (page 72) <b>Social care and other provision</b></p>
<p>(...)The Local Offer <b>must</b> set out the support groups and others who can support parent carers of disabled children and how to contact them. (...)</p>

<p><b>Training and apprenticeships</b> <b>Code of Practice Ref. 4.46</b> (page 73)</p>
<p>The Local Offer must identify</p> <ul style="list-style-type: none"> <li>• training opportunities,</li> <li>• supported employment services,</li> <li>• apprenticeships,</li> <li>• traineeships,</li> <li>• supported internships and</li> <li>• support available from supported employment services available to young people in the area to provide a smooth transition from education and training into employment. (...)</li> </ul>

**Training and apprenticeships**  
**Code of Practice Ref. 4.47** (page 73)

Local authorities should include information on how young people can apply for these opportunities or make clear in their Local Offer where this information can be found. The information should include any entry requirements, including age limits and educational attainment.

**Transport**  
**Code of Practice Ref. 4.48** (page 73)

(...)The Local Offer **must** include information about arrangements for transport provision, including for those up to age 25 with an EHC plan, and this should include local authorities' policy statements.

**Transport**  
**Code of Practice Ref. 4.50** (page 73)

Local authorities **must** publish a transport policy statement each year setting out the travel arrangements they will make to support young people aged 16-19 and learners with learning difficulties and/or disabilities (LDD) aged up to 25, to access further education. This should include any arrangements for free or subsidised transport.

**Transport**  
**Code of Practice Ref. 4.51** (page 74)

Local authorities **must** include in their Local Offer information about:

- any specific arrangements for specialised transport (for example, specially fitted buses)
- any support available from the local authority or others with transport costs

and should include information about:

- any support that is offered to children and young people to help them use transport, including public transport, and
- any training given to aid independent travel

**Support available to children and young people to help them prepare for adulthood**  
**Code of Practice Ref. 4.52** (page 74)

Local authorities **must** set out in the Local Offer the support available to help children and young people with SEN or disabilities move into adulthood. Support should reflect evidence of what works in achieving good outcomes and **must** include information about preparing for and finding employment, finding somewhere to live, and participating in the community.

**Support available to children and young people to help them prepare for adulthood**  
**Code of Practice Ref. 4.53** (page 74)

Preparing for and finding employment should include information about:

- pathways to employment such as apprenticeships, traineeships and supported internships and how to apply for them
- support available from supported employment services, such as job coaches, and how to obtain that support
- support available from employment agencies
- support available from Year 8 to help children and young people plan their careers, including signposting to where they can obtain information and advice about setting up their own enterprise, and
- financial support available, including from the Department for Work and Pensions, when people with learning difficulties or disabilities are looking for work or once they are employed, including 'in work' benefit calculations and specialist advice on Work Choice, Residential Training, The Work Programme and Access to Work

**Support available to children and young people to help them prepare for adulthood**  
**Code of Practice Ref. 4.54** (page 75)

Finding somewhere to live should include information about:

- finding accommodation, including information about different housing options such as social housing, housing association accommodation, private renting, shared housing and shared ownership
- how to apply for accommodation, and where to get financial and other support (such as a personal assistant, assistive technology or modifications to a home) and more detailed advice on accommodation
- advice, for people eligible for social care or health support, about what support is available to help them personally, for example in managing their Personal Budget or recruiting a personal assistant, and
- opportunities and support to learn the skills needed to live in supported, semi-supported or independent accommodation

**Support available to children and young people to help them prepare for adulthood**  
**Code of Practice Ref. 4.55** (page 75)

Participating in the community should include information about:

- leisure and social activities, including opportunities for influencing local decision-making
- how young people can access mainstream community facilities and local youth services (for example, access to staff with expertise in supporting young people with different needs)
- volunteering opportunities and the support available to access them
- care support available to help young people access social opportunities (for example, a personal assistant or assistive technology) and develop friendships, and how to apply for that support, and
- support in using the internet and social media to find information and develop and maintain friendships, including where they can go for guidance on using the internet safely and how to protect themselves against cyber-bullying and exploitation

**Information about how to seek an EHC needs assessment**  
**Code of Practice Ref. 4.57** (page 76)

The Local Offer **must** include information about how to request a needs assessment for an EHC plan. A request is likely to happen where special educational provision currently being made for them by their early years setting, school or college from their own resources, is not enabling the child or young person to make adequate progress.

**Information about how to seek an EHC needs assessment**  
**Code of Practice Ref. 4.58** (page 76)

The information should include:

- how the local authority will consider a request for an assessment and inform parents and young people of their decision
- how parents, children and young people will be involved in the assessment process
- what support is available to help families during the needs assessment process and the development of an EHC plan
- the timescales involved in the assessment process
- the process for making an EHC plan

and **must** include:

- information about the option of having a Personal Budget, including a local policy for Personal Budgets, produced with parents and young people. This should provide:
  - a description of the services across education, health and social care that currently lend themselves to the use of Personal Budgets
  - the mechanisms of control for funding available to parents and young people including direct payments, arrangements and third party arrangements (see Chapter 9, Education, Health and Care needs assessments and plans)
  - clear and simple statements setting out eligibility criteria and the decision-making processes that underpin them
  - the support available to help families manage a Personal Budget
- arrangements for complaints, mediation, disagreement resolution and appeals

**Information, advice and support**  
**Code of Practice Ref. 4.59** (page 77)

The Local Offer must provide information for children, parents and young people about where to get information and advice.

**Information, advice and support**  
**Code of Practice Ref. 4.61** (page 77)

Clear, comprehensive and accessible information should be published about the support available to children and young people with SEN and disabled children and young people and the opportunities to participate in strategic decision-making. Local authorities and CCGs must ensure that they publicise the availability of information and advice and opportunities to participate in strategic decision-making. (...)

**Publishing the Local Offer**  
**Code of Practice Ref. 4.62** (page 77)

Local authorities **must** make their Local Offer widely accessible and on a website. They **must** publish their arrangements for enabling those without access to the internet to get the information. They **must** also enable access for different groups, including disabled people and those with different types of SEN.