

Involving Parents in your SEND Information Report

'Local authorities should do this in a way which ensures that children, young people and parents feel they have participated fully in the process and have a sense of co-ownership. This is often referred to as 'co-production'. Local authorities should take steps to ensure that their arrangements for involving children, young people and parents include a broadly representative group of the children with SEN or disabilities and their parents and young people with SEN or disabilities in their area.

Parent Carer Forums, young people's forums and other local groups are useful ways to engage families.'

SEND Code of Practice Page 61



Ideas on how can a Childcare provider involve parents in the 'co-production' of their SEND Information Report

Early Years SEND Information Report

Bromley Council's Local Offer makes it easier for families to find out about the support that is available for children and young people with Special Educational Needs or who are Disabled (SEND). The Local Authority must publish a Local Offer and must keep it under review.

The Local Offer has two key purposes:

- To provide clear, comprehensive, accessible and up-to-date information about the available provision and how to access it, and
- To make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEND and their parents, and disabled young people and those with SEND, and service providers in its development and review.

(SEN and disability code of practice, para 4.2)

There is a duty for early education providers to cooperate with the local authority in the development and review of its Local Offer. A template is now available for all early years providers (including childminders), to complete so that information about the support you can offer to children with Special Educational Needs and Disabilities (SEND), can be made available to parents and other professionals.

This template and accompanying guidance can be downloaded from the Bromley My Life website <https://bromley.mylifewebsite.co.uk/resources>

All early years providers in Bromley are expected to complete a SEND Information Report and make available on their website (if they have one).

Guidance

This template has been co-designed with local providers and parents. It represents the questions a parent might ask a provider if their child has additional or specific needs.

Remember it is your SEND Information report and should reflect the practice within your provision.

- Use 'bite-size' sentences, short paragraphs or bullet points to communicate the information
- Use simple language that is jargon-free, avoid abbreviations or professional speak and use plain English that is 'parent friendly'

Reassure parents that any comments or contributions included in the report will be done so anonymously, the parents or child will not be identified.

<p>What support is available for children with additional needs?</p> <ul style="list-style-type: none"> What are the current and future support and resource arrangements? What is available here?
<p>What support is available for children with additional needs?</p> <ul style="list-style-type: none"> What support is available for children with additional needs? What support is available for children with additional needs? What support is available for children with additional needs? What support is available for children with additional needs? What support is available for children with additional needs?
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<p>Feedback from parents and carers</p>
<p>Provide Respondent feedback</p>
<p>Your Name(s)</p>
<p>Your Organisation</p>
<p>SEND Information Report: 0 to 25 years (0 to 5 years) and 5 to 25 years (5 to 16 years) - Support children and young people with special educational needs and disabilities</p>

- Invite a small group of parents to help draft the report

Invite parents who have children of differing needs who are accessing the provision. This will ensure that there will be a more balanced input, rather than focusing on just high level needs for example. A personal invite to this event will result in a higher turnout as parents will feel their input is valued and welcomed. Be realistic about how much can be achieved in an hour session. It might be worth having some questions already drafted for them to comment on.

- Request feedback and contributions on your website (if you have one) newsletter or social media

Share your draft SEND Information Report with parents, this maybe on your website, a noticeboard within the entrance of your provision, sending a copy home to each family (consider printing costs and if this is eco-friendly) or via social media (Twitter or Facebook). Ask parents to write or email in any comments or thoughts that they have on the report. If they have a lot to contribute it might be worth organising an appointment to discuss with them face to face. If you have parents who have low basic skills or where English is a second language you will need to consider how you involve them in this process.

- Discuss with parents at parent evenings/events

Ensure that the draft SEND Information Report has already been shared with parents and then ask for feedback/comments at parents evenings. Keyworkers will need to be fully informed of the document (hopefully they have been involved in the developing of the contents within the provision). They will need to record any comments to share later with the SENCO.

- Invite parents to a focus group

Organise an event for parents to attend. You will need to consider what will be the best time to arrange this to make it as accessible as possible. This can be challenging if they are working parents. Give parents as much notice as possible and email or text out polite reminders nearer the time. Arrange for some light refreshments as these always help with making parents feel more relaxed. Ask parents to keep comments general where possible but remind them that any personal information that they may discuss in the session is confidential and not to be shared. If a parent feels they have issues around their child's care or education arrange a separate appointment for them to discuss and encourage them to contribute to the report only during the focus group.

- Parental questionnaires

These can be paper versions, distributed to parents at drop off/collection or e-questionnaires. You may decide to do both types depending on your parents.

There are a number of different online questionnaires that you can access free of charge. The advantage of using these systems is that they collate all the information for you and often produce charts etc.

- Survey Monkey
- Kwik Surveys
- Free Online Surveys



Start the questionnaire with a brief introduction, explaining the 'Local Offer' and the importance of involving parents in the production of the report.

End the questionnaire by thanking parents for completing it and how important their contributions are.

Suggested questions:

- Are you aware of the Bromley Local Offer?
- As a result of reading our SEND Information Report do you think it provides a good reflection of the support we offer to children with SEND?
Yes/No Please comment
- How useful do you feel that this document would have been to you when you were looking for childcare for your child?

Very helpful Helpful Not helpful
Please comment
- Are there any areas that you feel we have not addressed within the report?
Yes/No Please comment
- How can we improve the information that we have provided?
- Would you like to be involved in the developing or review of future SEND Information reports/ policies etc?

Why not add a link to the Bromley Local Offer on all documentation to help promote to parents?

Bromley Local Offer: *a source of information and advice to help support children and young people with disabilities or learning needs and their families*
<https://bromley.mylifeportal.co.uk/localoffer/>

