SEND Local Area Inspection
What it means for you

(Hertfordshire Guidance for Managers)

Date	April 2023
Version	8

Ofsted and CQC inspect local area arrangements for children and young people with special educational needs and/or disabilities in England, under section 20 of the Children Act 2004.

Once inspections start in January 2023, Hertfordshire is expected to be one of the first local areas to be visited.

This guidance is based on the Area SEND framework and handbook published in November 2022.

Contents

Inspection Scope

Inspectors assess the extent to which the local area partners are complying with relevant legal duties relating to arrangements for children and young people with SEND, specifically the Children and Families Act 2014 and including the duties set out in the Equality Act 2010 (and where relevant, the Public Sector Equality Duty) and in the Human Rights Act 1998.

Inspections evaluate how well members of a local area partnership work together to improve the experiences and outcomes of children and young people with SEND. 'Local area partnership' refers to those responsible for the strategic planning, commissioning, management, delivery and evaluation of arrangements for children and young people with SEND.

Inspections evaluate arrangements for all children and young people with SEND aged 0 to 25 covered by the SEND code of practice, including those who have an education, health and care (EHC) plan and those who receive special educational needs (SEN) support. The scope of the inspection covers children and young people who live in the local authority area but attend education settings or receive services outside of the local authority's geographical boundaries.

The inspection will consider whether local authorities' approach to commissioning and overseeing alternative provision arrangements for children and young people in the local authority area meets their duties as set out in statutory guidance.

Methodology

The inspection team will be led by one of Her Majesty's Inspectors (HMI) from Ofsted, and will include Children's Services Inspectors from the CQC, and education and social care inspectors from Ofsted.

The inspection will last 3 weeks from the point of notification.

During the first week, the local area will be required to submit evidence and data to the inspectors. They will also work with the inspectors to identify at least 6 children to track during the inspection and will be required to coordinate sending out online surveys to children, parents and practitioners.

During the second week, inspectors will meet with groups of children, young people and parents. They will also conduct tracking meetings to evaluate the 6 specific children and young people identified in week 1, reviewing their experiences and journeys through the SEND system. These tracking meetings will include meetings with the children, young people and their families, as well as multi-agency meetings with the practitioners who have worked with them.

During the final week, the inspectors will visit the local area to gather evidence. This will include sampling visits where they will visit providers and services across education, health and care to ask for information about individual children and young people who use the provider. These may include children and young people who have a specific need, who are receiving a specific service and/or who are at a particular point in their care or education. As part of this they may ask to review records on case management systems. They will also conduct a meeting with senior leaders, and may request additional meetings with leaders and practitioners to discuss specific lines of enquiry.

A feedback meeting will be held at the end of the final week.

Roles and Responsibilities

Team/Role	Roles & Responsibilities
Accountable Officers: Local Authority: - Director of Inclusion and Skills Health - Director of Nursing & Quality Hertfordshire & West Essex ICS - Deputy Director of Operations CYP for HCT	Accountability for all activity in relation to inspection. Responsibility for identifying and ensuring a deputy / back-up is available in the event of absence in relation to these roles Sign off all evidence before it is submitted to inspectors Be physically present in office each day of the inspection.
LANO: Head of Improvement and Transformation (SEND and Inclusion, HCC) Due to start January 2023	Local Authority Nominated Officer (LANO) - single point of contact with inspectors *N.B. Service Manager for Performance and Development to be the LANO if inspection notification is received prior to the Head of Improvement starting in post.*
Inspection Team Transition towards leadership by SEND Improvement Team from January 2023 CS Performance & Development Team to continue to support during	• Overall inspection coordination • Responsible for developing key headlines for presentation to inspectors • Coordination of data lists • Coordination of evidence submission • Risk escalation • Communications – planning and throughout inspection period e.g. daily briefings, partner liaison, monitor inboxes

transition	• Manage the inspection inboxes • Uploading of documentation to Inspectorate SharePoint • Inspector logistics and timetabling – including IT, logins and support • Develop welcome pack for inspectors • Coordination of inspector meetings during fieldwork • Coordination of sending surveys to children and parents
All Heads of Service (HoS)/ Area Managers in the partnership	• Ensuring staff awareness of inspection and readiness within individual services • Overseeing management of **all** case files to ensure they are up to date and of a good quality • Timely responses to requests for information • Quality Assurance checks on evidence submitted relevant to their service area and for evidence requirements that they are 'evidence lead' for • Undertaking debriefing conversations with staff following inspector engagement and sharing headlines in KIT meetings or immediately escalating concerns
Directorate Business Delivery Team	Sending notification emails Arranging KIT meetings, daily meetings between with inspection team– to include room bookings across main sites (in case on site), include MS Teams link
Workforce	• Be aware of key messages about SEND provision in Hertfordshire • Respond to requests for information within timescales – during inspections. • Support colleagues to ensure case files are up to date. • Attend timetable inspector slots in a timely manner, as appropriate • Feedback to managers following inspector engagement i.e. debriefing

Week one: notification - inspectors off site

The lead inspector will ensure that the local authority (usually the DCS) and Integrated Care Board (Chief Executive) are notified by telephone of the inspection 10 working days before the fieldwork starts.

Usual day of the week	Activities
Monday	Lead inspector phone call to DCS and Chief Executive of ICB to announce the inspection ‘Set-up’ discussion between lead inspector and LANO Local partnership asked to distribute survey to children, carers, parents and practitioners.
Tuesday	11am: Local partnership shares child-level data, list of providers and settings and initial information about SEND arrangements from Annex A 5pm: Inspectors select cases to be tracked
Friday	5pm: Local partnership provides additional information about cases being tracked Local partnership provides remainder of information about SEND arrangements from Annex A

Summary timeline of week one

Week One

Monday – DAY ONE

- By **0930** – Notice given to DCS and CEO of ICB
- Directors Office send notification emails to stakeholders & staff
- IT organises Core Group meeting for **1100** (day 1) & daily KIT meetings **1730-1830**
- IT team runs child-level data list by **1700**
- **1100** Core Group Initial meeting
- Evidence Leads to submit initial evidence required for approval by accountable leads by 1700
- IT to review overall evidence library & chase any outstanding information
- Call between Lead Inspector LANO
- **1730-1830** KIT Meeting - Hybrid

Tuesday – DAY TWO

- IT re-run child-level data list if needed
- Accountable leads review data list and initial evidence for approval
- By **midday** child-level data lists and initial evidence sent to inspectors
- IT send out online surveys
- Accountable leads begin review & approval of remainder of evidence library
- **By 5pm** Inspectors to select cases for tracking
- **1730-1830** KIT Meeting - Hybrid

Wednesday – DAY THREE

- Rooms, equipment and additional requirements arranged
- **1730-1830** KIT Meeting - Hybrid
- IT to coordinate gathering of additional information on the selected cases and arranging tracking meetings

Thursday – DAY FOUR

- Evidence leads complete review & approval of final evidence library and additional information on the selected cases
- **1730-1830** KIT Meeting - Hybrid

Friday – DAY FIVE

- IT plan logistics including case tracking discussions with practitioners and families and confirm these arrangements with relevant individuals
- Briefings held with practitioners who have cases identified for tracking
- Accountable leads complete review & approval of final evidence library and additional information on the selected cases
- **1730-1830** KIT Meeting - Hybrid
- By **1700** remainder of evidence plus additional info about specific cases to be submitted to inspection team
- Send update bulletin to all staff

IT = Inspection Team

- Communications
- Logistics
- Inspectorate-led milestones
- Meetings
- Inspection activity
- Sign off milestones

Initial response to inspection notification

The Director of Children's Services and Chief Executive of the ICB will receive a call from the lead inspector on a Monday morning to notify us that an inspection of the Hertfordshire local SEND partnership Children's Services has been announced. From this point forward the inspection commences.

Inspectors will not arrive in Hertfordshire until week 3; however immediate action needs to take place to ensure that everything is in place for the inspectors.

In addition, the inspectors will request a range of information (known as Annex A) to be submitted before their arrival to support their lines of enquiry. The timescales to gather and submit this information are extremely tight so it is important that immediate priority is given to these tasks. The information requested can be broken down into three key areas:

Information area	Deadline for submission to Ofsted
Child level data	Midday Tuesday (day 2)
Initial evidence from Annex A	Midday Tuesday (day 2)
List of providers and settings	Midday Tuesday (day 2)
Final evidence from Annex A	Friday 5pm (day 5)
Additional information on the selected cases	Friday 5pm (day 5)

When will I find out that the inspection has been announced and what do I need to do?
Following the phone call from the lead inspector, they will offer a more detailed set-up call later in the afternoon with the Local Area Nominated Officer (LANO)

A Core Group comprising selected members of the Inspection Preparation Delivery Board, detailed in Appendix A will be notified that they should attend a meeting at 11am that day. Whilst there will be an MS Teams link, members are strongly encouraged to attend at Farnham House.

Email notifications will be sent by the Director's Office to:

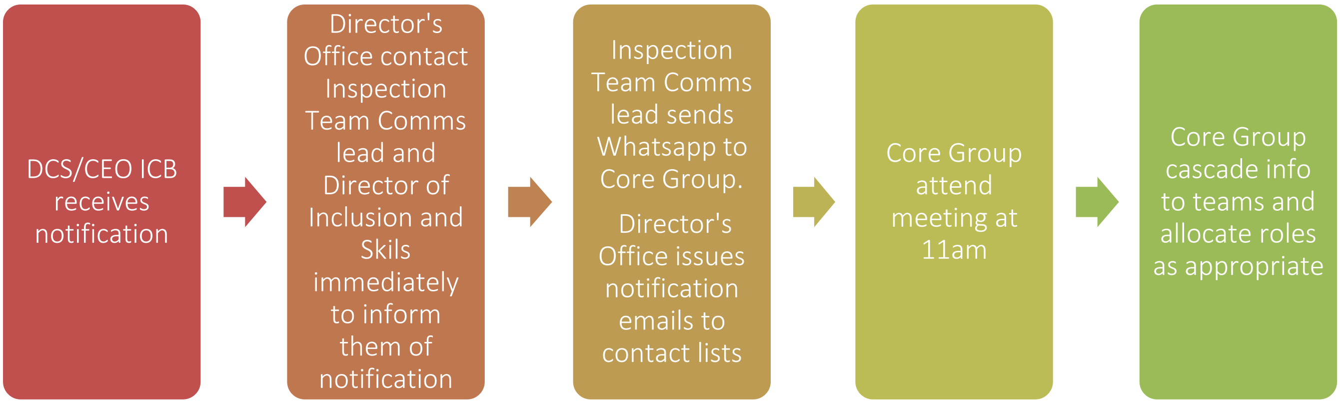
- Inspection Preparation Delivery Board and SEND and Inclusion Strategic Board (to cascade)
- HCC Chief Executive, Leader of the Council and Executive Members
- CS Extended Board, HSCP Executive members and other interested parties
- All Children's Services staff
- Chairs of the Schools Forums

(Email contact notification lists for these groups and templates will be saved on the Inspection MS Teams area)

Individuals involved in the inspection should cancel and send apologies to any meetings scheduled within the next 3 weeks in order to allow time to focus on data, evidence, and associated preparations.

At the first meeting of the Core Group on Day 1 at 11am, a discussion will take place and a decision made about which managers will be based at which sites during the inspection. It is expected that the Inspection Coordination team and Core Group of the Delivery Board will be based at Farnham House. They will also agree the frequency of KIT meetings, which will then be arranged by the Directors' Office.

Process to be followed upon notification:



The Inspection Team will produce further briefings for the CEO/Members as required.

Online surveys

Inspectors will provide a survey link to be sent to all children and young people with SEND, parents and carers and practitioners. The inspection Team will distribute the survey using pre-prepared distribution lists.

Annex A - Child Level Data

Lists of all children in Hertfordshire with an EHCP plan and all children receiving SEN support will be run, checked and sent to the inspectors by 5pm on Tuesday.

Information on specific children

From the main lists, the lead inspector will identify at least 6 children and ask the local partnership to provide additional information on them by 5pm on Friday (day 5).

They will ask for:

- A multi-agency audit of the child or young person's programme and support, including an evaluation of the impact of plans and support, and learning for the providers and services involved
- a chronology of significant events in the 2 years before the inspection
- a pen portrait of the child or young person, including information about their needs, aspirations and support
- the most recent assessments, including an early help assessment, if applicable
- the most recent plans including an EHC plan, personal education plan or care plan, where relevant
- notes of any multi-agency discussions or equivalent
- The current commissioning agreement, when the child or young person is in alternative provision

This information will be requested and collated by the Inspection Team and reviewed by the LANO prior to being sent to inspectors.

The Inspection Team will coordinate briefing meetings for those professionals involved in selected cases.

Process to be followed

For each child selected, the following steps will need to be completed.

1. Identify all practitioners who currently work with the child and family and settings they attend, including practitioner who knows child best	SEND QA and Audit Manager
2. Contact the leads/mangers in all providers/settings the child accesses so they are aware the case has been selected and can support the front line practitioners	
3. Ask practitioner who knows child best to approach them and their family to seek agreement for them to be involved in the inspection	
4. Arrange for multi-agency audit to be completed and reviewed by the LANO	SEND QA and Audit Manager
5. Source all the required additional information and ensure it is reviewed	

by the LANO	
6. Liaise with logistics team to invite relevant practitioners to a briefing session	
7. Liaise with the LANO and logistics team to arrange a tracking meeting on the inspectors' timetable with the child and their family	
8. Liaise with the LANO and logistics team to arrange a tracking meeting on the inspectors' timetable with relevant practitioners	

Annex A – Evidence: SEND Local Arrangements

Annex A Evidence

The Inspection Team is collating all evidence in advance of an upcoming inspection. Evidence is required about the 'Local Area Partnership' as well as Education, Health, Care and Alternative Provision (Appendix D).

There is an identified evidence lead for each requirement, who is responsible for submitting documentary evidence. Each group of evidence (e.g. Care) also has an assigned Accountable Lead(s) who are responsible for reviewing the evidence, and requesting anything additional, prior to submission to the central inspection team. All evidence will then go through a final check by a CS Director (or Head of Improvement and Transformation) before being sent to Inspectors.

Where there are multiple Accountable Leads for a group of evidence it will be agreed in advance which individual lead will be responsible for signing off specific evidence requirements/ documents in the event of an inspection. Evidence Leads should submit evidence directly to the Accountable Lead, who should then send it to SEND.evidence@hertfordshire.gov.uk, this process is the same for those within HCC and those in partner organisations.

An initial list of evidence (see Appendix D) must be submitted to inspectors by **midday on Tuesday** (day 2). Evidence leads for these items must submit the documentation by 5pm on Monday so that it can be reviewed by the Accountable Lead and Director on the morning of day 2 prior to submission.

The remainder of the evidence must be submitted by 5pm on Friday (day 5). Evidence leads for items on this list must review the documentation currently held within the evidence library and submit any further evidence documentation/amendments by **5pm on Thursday** (day 4). Accountable Officers should then sign off all evidence by **midday on Friday** (day 5), allowing the Director to review and upload by **5pm on Friday** (day 5).

See Appendix D for a full list of evidence requiring submission

List of providers and settings

In addition to the evidence in Appendix A, a list of providers and settings will have to be submitted by Tuesday at 5pm. This is part of the evidence list

Health structures

On notification, the CQC should provide a template in relation to evidence requirement 1.7 Health system overview and commissioning arrangements. Whoever receives the template should email it to the contacts listed in Appendix I. They will co-ordinate the completion of the template. This will then be signed off by the ICB Exec Lead for SEND before being submitted to SEND.Evidence@hertfordshire.gov.uk by 9am on the Tuesday (Day 2) to be included as evidence, with final sign off by Lead Evidence Officer.

Evidence Quality Assurance Checklist

This checklist is designed to support best practice around the submission of evidence during inspections. Following this checklist will enable consistency across agencies and confidence in the standard of evidence being submitted but it is **not** exhaustive.

Evidence of continuous improvement	❑ Performance information and reports should be outcome focused so we can evidence how the data that is collected is analysed, how it influences service provision and how, once changes have been made, it makes a difference to children and their families. ❑ Research undertaken, feedback and evaluations should include a note of the impact on and outcomes for children, young people, families and the service.
Evidence of capturing the voice of Child, Young Person & Family	❑ Blank forms or templates, such as those that seek the voice of service users, should be accompanied by an explanation of who completes them, when, who is responsible for distribution and collection, what happens with information collected and are there action plans to implement changes.
Meetings	❑ Have all actions been completed and updates captured in minutes? ❑ Are there any issues that need to be highlighted? ❑ Has a keyword search of minutes identified sufficient detail and consideration of given topic - *multi-agency meetings only?* ❑ Are there any concerns about the meeting content, format, partner engagement for those meetings taking place during week 3? *If yes, then please highlight when submitting for sign off.* ❑ Is the case file (or relevant organisational case record system) of selected child being discussed up to date?
Use of acronyms	❑ Has the full term been used in the first instance with acronym thereafter?
Format	❑ Is the document dated (should be no older than one year generally)? ❑ Is the document from within the last 12 months / still relevant? ❑ Does the document have a clear title? ❑ Has the document been signed, where appropriate *e.g. memorandum of understanding*? ❑ If the document is still in draft has it been internally quality assured? ❑ Have any tracked changes / comments been reviewed, actioned and removed?
Hyperlinks Template for submitting hyperlin	❑ Are all hyperlinks working? ❑ Where simply providing hyperlink, has it been dropped into template to support professionalism? ❑ Is content of link accessible to external viewers? *If not, then content must be lifted and copied into template and hyperlink provided.*

Week 2 – meetings start virtually

	Activities
Monday - Friday	Multi-agency Tracking meetings start Virtual meetings with some leaders, stakeholders, children, parents and staff Timetable for fieldwork week discussed and agreed

Requests for additional evidence

When inspectors request additional pieces of information in addition to the evidence listed in Annex A, this will be coordinated by the Inspection Team using the below process:

1. Documents, data or audits should not be shared directly with inspectors
2. Any member of staff receiving a request for additional documents should make a note of the request and let the reviewer know that it will be processed by the Local Authority Nominated Officer (LANO)
3. The member of staff should email SENDInspection.Comms@hertfordshire.gov.uk with the details of the request
4. The inbox will be monitored regularly by the preparation team while the review team are onsite
5. The preparation team will inform the LANO and relevant Head of Service (for HCC evidence) or identified partner organisation lead of the request, ccing the SEND.evidence@hertfordshire.gov.uk. Note- if the LANO receives the evidence request from inspectors they should email the Head of Service (for HCC evidence) or identified partner organisation lead of the request, ccing the SEND.evidence@hertfordshire.gov.uk
6. The Head of Service or identified partner organisation lead should make an immediate assessment of the availability of the evidence/ documentation and inform the LANO
7. The evidence or explanation of why it is not available should then be submitted to SEND.evidence@hertfordshire.gov.uk as soon as possible
8. The Inspection Team will then submit this to the accountable lead for either the Local Authority or Health (see Appendix B) for sign off
9. The LANO will send the evidence or explanation to the inspector who requested it

Summary timeline of week 2

Week Two

Monday	Tuesday	Wednesday	Thursday	Friday
DAY SIX	DAY SEVEN	DAY EIGHT	DAY NINE	DAY TEN
Initial meetings with parents and children and tracking meetings to commence remotely				
Debriefing activity				
IT plan logistics including tracking meetings and confirm these arrangements with relevant individuals	**1730-1830** KIT Meeting - Hybrid	**1730-1830** KIT Meeting - Hybrid	**1730-1830** KIT Meeting - Hybrid	**1730-1830** KIT Meeting - Hybrid
Inspectors start coordinating timetable with LANO		Send update bulletin to all staff		Send update bulletin to all staff
Inspectors team review evidence				
1730-1830 KIT Meeting - Hybrid				
Send update bulletin to all staff				

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Week 3 – Inspectors on site

Usual day of the week	Activities
Monday	Opening meeting with leaders
Tuesday - Thursday	Sampling visits to providers and settings Continued meetings with parents and children and young people Continued multi agency tracking meetings Additional meetings with leaders and practitioners Keep in Touch meetings with leaders and LANO
Friday	Feedback meeting

Summary timeline of week three

Week Three

Monday	Tuesday	Wednesday	Thursday	Friday
DAY ELEVEN	DAY TWELVE	DAY THIRTEEN	DAY FOURTEEN	DAY FIFTEEN
Fieldwork – sampling visits, meetings with practitioners, tracking meetings etc.				Feedback meeting
Debriefing activity				**PM** – Inspectors leave site
Welcome meeting between Lead Inspector DCS, CEO of ICB – presentation slides prepared	**1730-1830** KIT Meeting - Hybrid	**1730-1830** KIT Meeting - Hybrid	**1730-1830** KIT Meeting - Hybrid	**1500** Final KIT meeting and feedback
1730-1830 KIT Meeting - Hybrid	Send update bulletin to all staff	Send update bulletin to all staff	Send update bulletin to all staff	Send update bulletin to all staff
Send update bulletin to all staff				

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Logistics and coordination

The Inspection Team will be responsible for arranging parking permits, passes and refreshment stations for the inspectors at whichever locations they are based. Where inspectors are visiting sites managed by partner organisations, they will liaise with their counterparts in these organisations.

The plan will be to base the Ofsted inspection team at a room in Farnham House, however they will be visiting a range of settings during the field work week.

Please be careful of any corridor or canteen conversations or informal catch ups with staff as inspectors may overhear.

The Inspection Team are responsible for organising the Ofsted inspectors' timetable whilst in Hertfordshire. This will include visits to settings, staff interviews, and interviews with children, young people and parents.

They will also

- pick up on issues raised in the *keep in touch* meetings
- produce additional information as requested
- quality check information being provided to Ofsted
- track which cases inspectors are browsing through.

What will inspectors do while they are on site?

Opening presentation

An opening presentation will be prepared by the Inspection team.

This will be presented by the Executive Director of Children's Services and Chief Executive of the ICB to the inspectors within their initial meeting on the first morning of inspectors being on site at Farnham House (Monday – Day 11).

Attendees at this meeting will include the below (see Appendix H for full list of named attendees):

- the DCS and elected members with specific responsibilities for SEND
- the ICB representative
- representatives of the Parent Carer Forum
- senior managers responsible for the strategic development and operational management of education, health and social care provision for children and young people with SEND
- senior local authority managers responsible for the commissioning and oversight of alternative provision
- representatives of the local area's education, health and care providers and services

Visits to settings and meetings with stakeholders

The Inspection Team will manage a debriefing process to ensure that managers have an understanding of the issues discussed and key lines of enquiry being explored by the inspectors following each meeting they attend. This will be flexible and will adapt depending on the specific meetings to ensure a proportionate approach. This will be fed into the daily internal KIT meetings and shared with the smaller Core Group (attending the inspector led KIT meetings) on Teams.

What do I need to know if I am interviewed by an inspector?

Do not share or send any evidence, data or audits directly to inspectors.

All evidence, data and audits must be shared with or sent to the inspectors via a central point and will need to be signed off by an Accountable Lead. You should contact SENDInspection.Comms@hertfordshire.gov.uk for more information if you have been asked to share additional information.

In the event of the meeting being managed remotely, please ensure you are familiar with screen sharing via MS Teams, including the importance of data protection.

Arrangements for debriefings with staff

Someone from the Inspection Team or your manager will contact you after you meet inspectors to find out:

- how you got on and are feeling
- whether any additional information was requested
- any matters of concern / particular points of interest

This may be in person or via MS Teams. They will share headlines in KIT meetings or immediately escalate concerns to Accountable Leads and the Inspection Team.

If no one contacts you after your slot please email SENDInspection.Comms@hertfordshire.gov.uk

A debriefing guide and template can be found in **Appendix E.**

Staff communication

Daily internal keeping in touch meeting

A daily meeting will be held at the end of each day (c.1730-1830) which includes Core members of Inspection Preparation Delivery Board to:

- catch up with staff on meetings and progress that had happened during the day
- feedback on positive and any areas for concern

- make sure everyone is aware of the meetings happening the following day
- keep momentum going
- check everyone is ok

These meetings will be organised by the CS Directorate's Business Delivery team and will include video conferencing options by way of MS Teams.

If a member of this group is unable to attend a representative should attend on their behalf.

The daily de-briefing summary will then be circulated to all that attend the daily keep in touch meeting via SENDInspection.Comms@hertfordshire.gov.uk

A list of attendees can be found in Appendix A.

There will also be an MS Teams chat set up to facilitate communication between this group.

Staff bulletin and other communications

A bulletin will be circulated to all staff across the partnership, to keep all staff informed of how the inspection is going. This will be sent at a frequency that is appropriate to the inspection.

Other communications methods such as Teams channels may also be used to communicate with specific groups of staff.

Appendices

Appendix D – List of Annex A evidence

Number	Information about…	Item	Description	Submission Deadline (after notification)
-	Local Area Partnership	Child-level data to assist inspectors in selecting children and young people to track	-	Tuesday by 12 noon
-	Local Area Partnership	List of providers and settings to assist inspectors in selecting which providers will have sampling visits	-	Tuesday by 12 noon
1.1	Local Area Partnership	Local Area Partnership Structure	The education, health and care organisations involved in the local area partnership and the governance arrangements, decision-making structures and who is responsible for delivering what	Tuesday by 12 noon
1.2	Local Area Partnership	Assessment of needs	The local area partnership's assessment of the needs of children and young people with SEND in the local area; this will include the Joint Strategic Needs Assessment and any further assessment of needs	Tuesday by 12 noon
1.3	Local Area Partnership	Self-evaluation	The local area partnership's self-evaluation of its effectiveness in improving the experiences and outcomes of children and young people with SEND	Tuesday by 12 noon
1.4	Local Area Partnership	Strategic Planning	The local area partnership's strategic planning for children and young people with SEND; this may include parts of the joint health and well-being strategy	Tuesday by 12 noon

1.5	Local Area Partnership	Representative and support groups	Contact information for established representative and/or support groups for children and young people with SEND, and parents and carers	Tuesday by 12 noon
-	Local Area Partnership	Additional information about children and young people selected for tracking	This information will include: - a chronology of significant events in the 2 years before the inspection - a pen portrait of the child or young person, including information about their needs, aspirations and support -a multi-agency summary of the child or young person's programme and support, including an evaluation of the impact of plans and support, and learning for the providers and services involved Inspectors also ask for further information, including: - the most recent assessments, including an early help assessment, if applicable - the most recent plans including an EHC plan, personal education plan or care plan, where relevant - notes of any multi-agency discussions or equivalent - the current commissioning agreement, when the child or young person is in alternative provision.	Friday by 5pm
2.1	Local Area Partnership	Engagement plans and impact	Information about the local area partnership's strategy and approach for engaging with children, young people and their families in planning and evaluating SEND arrangements;, information on the impact this engagement has had on local SEND arrangements	Friday by 5pm
2.2	Local Area Partnership	Approach to EHC Plans	The local area partnership's approach to the development, oversight and quality assurance of EHC plans, including the services involved	Friday by 5pm

2.3	Local Area Partnership	Personal Budgets	Data on personal budget application and acceptance numbers	Friday by 5pm
2.4	Local Area Partnership	Tribunals and single route of redress	Data on appeals to the First-tier Tribunal (Special Educational Needs and Disability), including cases resolved before tribunal hearing; data about appeals through the single route of redress	Friday by 5pm
2.5	Local Area Partnership	The numbers of children and young people who are:	not attending an education setting, including those who receive home education - children in need - children who have a child protection plan - looked after and care leavers - attending alternative provision - known to youth justice services - eligible to receive adult care services - receiving SEN support in out-of-area placements	Friday by 5pm
3.1	Education	Education System Overview	The structure of the local education system	Friday by 5pm
3.2	Education	Residential Special Schools	Information about commissioning and oversight of placements of children and young people in residential special schools	Friday by 5pm
3.3	Education	Out-of-area placements	Information about the commissioning and oversight of education settings outside the local area that provide education for the area’s children and young people with EHC plans	Friday by 5pm
3.4	Education	Destinations	Data about destinations after leaving school, including about young people not in education, employment and training	Friday by 5pm
3.5	Education	Part-time education timetables	Data about children and young people who have EHC plans, or are in alternative provision on part-time timetables; to include the numbers of children and the timescales	Friday by 5pm

3.6	Education	Home-to-school transport	Information about the strategy for home-to-school transport, and any consultation outcomes. Data on the numbers supported, and who has requested support.	Friday by 5pm
4.1	Care	Care Services Overview	The structure of local care services, provision and teams, including details of any services in the area that have been commissioned from the community or voluntary sector for children and young people with SEND	Friday by 5pm
4.2	Care	Short Breaks	The local authority short-break statement, and information on the current provision and uptake	Friday by 5pm
4.3	Care	Thresholds, assessments and provision	Information about thresholds, assessments and provision for children and young people with SEND, including early help and services for disabled children	Friday by 5pm
5.1	Health	Health system overview and commissioning arrangements	The structure of the local health services, which includes who commissions the service and who provides the service (CQC will provide a template at notification); and information on commissioning specifications for local health services, including for young people aged 16–25 years; this also includes any significant changes planned for the services and/or services where there are recovery plans needed	Friday by 5pm
5.2	Health	Performance Data	Performance data (including current waiting times) on delivery of: the healthy child programme, spanning early years and school-age children (previous 12 months); children and young people's mental health services 0–25 years; speech and language therapy; occupational therapy; and physiotherapy	Friday by 5pm

5.3	Health	Pathways	Pathways for referrals to health services for assessment and outcomes information or data as related to those pathways, including children and young people's mental health, therapies and child development centres	Friday by 5pm
6.1	Alternative Provision	Strategy and commissioning arrangements	Information about the local authority's strategy and commissioning arrangements for alternative provision	Friday by 5pm
6.2	Alternative Provision	Needs of children and young people	Information about the needs of the children and young people in the area who are in alternative provision; information about how the local authority monitors likely future need for placements and maintains sufficient provision	Friday by 5pm
6.3	Alternative Provision	Settings and attendees	Information about the alternative provision settings used by the local authority and the children or young people attending, including where these are part-time placements; this should include a record of all individual intervention plans for children and young people	Friday by 5pm
6.4	Alternative Provision	Monitoring and oversight information	The most recent information about the quality and performance of alternative provision settings, including outcomes for children and young people such as destinations following alternative provision; information on how the local authority quality assures alternative provision, including relevant frameworks	Friday by 5pm

Appendix E – Debriefing Template

Ofsted inspection debriefing information

Purpose

To ensure we have a 'real time' understanding of:

- how the inspection is going
- themes inspectors are pursuing
- any areas of concern
- any documents requested or follow up actions.

Process

- If possible, make contact with those being interviewed by inspectors beforehand to confirm arrangements/ times for debriefing and provide reassurance
- Following their interviews contact the individual and run through the debrief template noting any key headlines using concise bullets
- Save summary sheet using this format; date, your initials, Summary e.g. '15.09.20 LP Summary'. The sheet may be requested as part of a follow-up
- Key headlines from your debriefing discussions should be combined and shared at the end of day KIT meeting.
- If any risks and concerns need escalating prior to the KIT meeting please email the relevant Director and copy in SENDInspection.Comms@hertfordshire.gov.uk
- If the inspector has requested additional information and/or has been given the information directly expecting it by end of that day, please let Jon/Ruth know ASAP.

Things to remember

- Be alert – pick up any risk areas and drill down further to clarify details of discussion around it (the more specific the better!)
- Be supportive – debrief not just about you getting information from individual but an opportunity for them to 'unwind' after a potentially stressful experience
- No documents/reports should be handed directly to the inspectors; Performance Improvement are co-ordinating this centrally to ensure they receive information through a central route.
- You may need to track the individuals down if they've forgotten to speak to you

De-briefing Forms

Name of interviewee/focus group: (Name/Job Title/Contact Details)	
De-briefer: (Your Name)	
Service Area:	
Date:	

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1. What would you say was the main focus of your interview? In your opinion, what key topics or issues (e.g. 1 or 2) did the interview concentrate on?

2. a) What key evidence and examples did you draw upon to support your arguments during the interview?

3. Did you provide any documents and/or did they request any?

4. Were you asked any unexpected or unforeseen questions during the interview? If so, what were they, and how did you answer them?

5. Is there anything that others being interviewed during the inspection should be made aware of? (e.*g. making information available to others, exploring areas of concern in more detail*)

5. Finally, it would be useful for us to understand how well interviewees feel their interview process has gone. Please ask the interviewee(s) to assign a traffic light monitor to the interview using the following guide criteria:

	Rating	Please tick ✓
<u>GREEN</u>: Interview is judged to have gone well, with no unexpected questions or concerns over answers provided		
<u>AMBER</u>: Interview judged adequate, with some unexpected or unanticipated questions asked but no serious concerns		
<u>RED</u>: Concerns raised over focus of interview, questions asked or answers provided during interview		

Overall Summary:

Appendix F - List of email inboxes for use during inspections

Email address	When
SENDInspection.Comms@hertfordshire.gov.uk	P&D Team will send emails from this inbox to notify senior staff of the progress of the inspection. All inspection enquiries, excluding data and documents, should be sent to this email.
csinspectionlogistics@hertfordshire.gov.uk	P&D Team will use this mailbox to send out the online survey and to arrange the inspection timetable e.g. to send Outlook invitations for meetings with the inspectors and front line practitioners.
SEND.evidence@hertfordshire.gov.uk	Evidence and audit reports are to be sent to this email. Further requests will also be sent from this email to staff from Directorate Business Delivery Team/P&D

Appendix G- Glossary of terms

Term	Description
Annex A	Annex A forms all of the evidence and data lists that the local authority is required to provide inspectors prior to an inspection.
Lead inspector	This will be the inspector that will lead the inspection of the local authority.
Keeping In Touch Meetings (KIT)	Internal KIT meeting allow the opportunity for senior leaders to meet and flag any issues or concerns with each other. There will also be separate inspector led KIT meetings
Directorate	The senior support officers supporting the Director of Children's Services and the Ops Directors.
P&D	Performance and Development Team (previously Performance and Improvement and Business Infrastructure Team (PI & BIT))