

WORCESTERSHIRE  
**CHILDREN FIRST**



# **SEND Placement and Provision Panel**

## **Terms of Reference**

## **Function of the Panel:**

1. The SEND Panel considers every request on an individual basis. It makes decisions based on the evidence provided and against the criteria set out in the SEND Code of Practice 2015.
2. The panel will make all decisions relating to the following:
  - Any changes to Section I this includes:
    - Specialist Provision
    - Independent Provision
    - Resource Base e.g. MAB
    - Residential Placements
    - Alternative Education Provision
    - Education Other than at School (EOTAS)
    - Elective Home Education (EHE)
  - Any changes to the level of support.
  - Not to issue an Education, Health and Care Plan following an assessment or reassessment.
  - Cease to maintain an Education, Health and Care Plan.
  - All requests for a Personal Education Budget or EOTAS package.
  - Any requests that have a financial cost for example requests for a change in banding.

## **Principles of the Panel:**

- To ensure the most suitable educational provision is identified for children and young people.
- To ensure value for money.
- To ensure that effective budget monitoring is in place.
- To ensure all local resources have been fully considered before seeking independent placements.
- To ensure where appropriate that joint funding i.e. between education, health and social care is considered.

## **Panel Membership:**

- Director of All Age Disability (Chair).
- Principal Educational Psychologist and Head of Inclusion Support Services.
- Designated Clinical Officer.
- Group Manager – Children and Young Adults with Disabilities Social Care Team.
- Commissioning Hub Representative.
- A representative from the SEN Leadership Team.
- A SENCO representative.

## **Practical Arrangements:**

- Panel will be held on a weekly basis.
- Case Work Officers must fully complete the panel request form and submit no later than the Friday before the panel is scheduled.
- Papers will be circulated to panel members on the Monday before the panel is scheduled.
- The agenda will be circulated in advance of the meetings and time slots will be allocated.
- Panel will take place on Microsoft Teams.
- Panel Members must have cover arrangements in place as and when required.
- Additional members will be invited as and when required to inform panel decisions for example staff from Social Care, CCN or Sensory Impairment Team.
- Team Managers or Senior Case Work Officers must agree in advance that a case is ready and should be presented at Panel.
- Case Work Officers are required to present their case at Panel. When necessary, they can be supported by their Senior or Team Manager.
- The Panel Administrator will send the panel notes i.e. agreed decisions /actions to the Chair for approval.
- Once approved the Panel Administrator will update the case management system with agreed decisions /actions.
- Requests to present cases that are not part of the agreed agenda require approval from either the Group Manager or Director of AAD.
- On occasion a decision may be required outside of panel. In such circumstances the case must be added to the agenda for the next panel so that the decision can be noted and recorded.
- 10 minutes reflection time will be scheduled at the end of each panel to review current arrangements and reflect on presentation of cases to Panel and identify schools that need to be escalated to the School Support Forum.