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**NELC SEND complex case Panel**

**Principles**

Children in receipt of an Education Health and Care Plan in North East Lincolnshire should, where possible, be in mainstream provision within the borough. All placements for children and young people should be proportionate and focused on developing a child’s strengths and meeting and reducing their needs.

**Objectives**

* The panel will ratify all changes of placement request, additional funding requests, personal budgets and amendments to provision for children and young people with Education Health and Care Plans aged 0-25.
* In doing so the panel will consider individual plans to ensure that they focus clearly on the needs of Children and Young People and that their Health, Education, and social care needs are being addressed properly.
* The Panel will ensure that actions are being taken to maintain a child’s placement within a mainstream or specialist setting within borough where appropriate.
* The panel will be responsible for the allocation of resource and funding, highlighting the need for financial contributions from Health, Education and both children’s and adult’s social care where appropriate. This will ensure that the plan for Children and Young People, placement decisions and resource allocation are brough together in one Forum.
* The panel will consider the type of provision needed to support the child’s needs as outlined within their EHCP or most recent annual review.
* The panel does not make casework decisions and does not perform a supervisory function although both excellent and poor practice will be brought to the attention of the relevant AD/ Head of Service.
* The panel will retain oversight of any tribunals and mediations for cases, receiving updates as appropriate from the Lead EHCP Co-Ordinator.
* The panel will have oversight for the transition to adulthood register to ensure that complex SEND cases, are identified at the earliest opportunity for future planning alongside adult services. This will be reviewed monthly.
* The panel will escalate any cases for 38 week residential, 52 week or independent provision to the Placement panel for decision making.

**Criteria for Presenting to Panel**

* All requests for changes of placement, funding, or personal budgets should be made to this panel following an annual review in the education setting.
* Requests should be made to panel before a placement is made, unless a child or young person has to be placed in an emergency in which case representation MUST BE made at the next panel retrospectively or agreement/continuation is not approved.
* The panel will consider request for:
	+ Personal budgets to meet either education, health or social care outcomes
	+ Changes of placement that are in area and day placements out of area.
	+ Any children or young people in receipt of a plan issued by another LA moving into North East Lincolnshire.
	+ Short breaks and overnight breaks
	+ Complex healthcare provision

**Membership and Meeting Details**

**Who are the panel?**

The panel consists of:

* SEND Strategic Lead – Chair
* Panel Administrator
* Children’s Complex Health
* Designated Clinical officer
* Children’s throughcare and Disability services Manager
* Educational Psychology
* Young Minds Matter/clinical psychology
* Commissioning/Procurement/Contract Rep
* Finance Rep
* Some partners will attend on an as and when basis - Adult services where a request is for a post 18 learner and Early Years where a request is for a 0-5 learner.
* Any observers/ New starters (please book for observations through the chair) and all are welcome[[1]](#footnote-1)

The panel is held on a Tuesday between 1-5pm and slots are allocated each week with agenda setting.

All paperwork to be presented must be sent to the Administrator on the Thursday at 3pm before Tuesday panel every week so it can be sent electronically to panel members by the Friday before each meeting.

**Who comes to panel?**

The EHCP Co-Ordinator who has been allocated the case will provide an overview of the change request from the parent/carer or setting to present to panel.

**Paperwork requested**

* EHCP
* Annual review paperwork
* Valuing SEND tool
* Any specialist assessment which you consider may assist panel (CAHMS, Parenting)

**What to do before panel?**

Before cases are presented to panel there is a clear expectation that the EHCP Co-Ordinator with partners have explored options for meeting need within current provision wherever possible. This would include creative problem solving, discussions with family members, negotiations with partner agencies/organisations who may be able to offer help and consideration of alternative methods of supporting the child and his/her family.

Evidence of this work will be required for the panel to reach a decision.

**Early warning/concern a placement may be needed**

When it becomes apparent that a child or a young person may require a change of provision and that her/his needs cannot be met with current education setting and a more specialist provision is required this should be in the first instance discussed with the SEN services Manager. Early identification of a growing issue and the opportunity to discuss some early intervention to resolve will assist in finding alternative solutions to maintain an education placement.

**Provision Reviews**

All children placed within specialist provision whether in or out of area will have an annual review in line with the statutory requirements of the SEND Code of Practice (2015). Part of the preparation and planning for this meeting should ensure that there is a focus on the child returning to a setting within North East Lincolnshire, or from a specialist setting, to a mainstream setting, where appropriate.

**Decision Making**

Where possible, decisions regarding provision for a child or young person. If a consensus cannot be reached, the decision of the Chair should be deemed as final.

The decision will be recorded on the child’s case file within the Education health and care plan hub and on CAPITA.

Staff are reminded to make their own notes on actions and recommendations on next steps.

1. requests to chair in advance of the meeting [↑](#footnote-ref-1)