**Local Offer review framework**

**INSERT Local Authority Name:** Review of Bradford Local Authority SEND Local Offer carried out by Calderdale LA SEND Local Offer and parent/carer representatives. Review includes Bradford’s LO follow up responses, using feedback gained from Calderdale LA.

**INSERT Local Offer link:** [**https://localoffer.bradford.gov.uk/**](https://localoffer.bradford.gov.uk/)

**GUIDANCE**

* Complete a review against all the categories providing a Yes (Y), Limited (L) or No (N) for each based on the requirements given (column 4 below).
* Provide comments against each category where relevant e.g. to provide an explanation of why a classification has been chosen, to highlight good examples and where information is missing and ideas for improvements (column 5 below).
* The categories are based on the ‘Musts’ in the Code of Practice but a few key ‘Shoulds’ have been included at the end of the table.
* A supplementary document is available which includes the extracts from the Code of Practice that are referenced in this document.
* Please note that this framework is designed to help review elements of your Local Offer but by doing so it does not guarantee that your Local Offer is fully compliant.

| **Ref** | **Category** | **Classification**  **Y, L, N** (please delete as appropriate) | **Y / N / L** | **Calderdale LA Comments and Bradford’s LO response** | **Key elements to consider** | **CoP Ref** |
| --- | --- | --- | --- | --- | --- | --- |
| ***‘MUSTS’*** | | | | | | |
| **A** | Local Offer available for those without internet access and for those with specific access requirements. | Y = Includes contact details and more than 3 options for those that have specific access requirements e.g. options to change language, easy print, increase font size, use sound etc.  L = Does not have contact details and/or less than 3 options for those that have specific access requirements.  N = None of the above found. | ***Y*** | *Contacts list*  *Google Translate*  *Printed booklet available*  *Browsealoud screen reader* | Arrangements in place for enabling those without access to the internet to access the Local Offer information. Also includes how access for different groups is enabled e.g. those with EAL. | 4.62 |
| **B** | Comments, the local authority response and the actions they intend to take published on the Local Offer. | Y = Clear mechanism available for providing comments and feeding back. Information provided on when and where these comments will be published.  L= Option to comment is via a general email only which is not clearly signposted on the site.  N = None of the above found. | ***Y*** | *Feedback button on front page, takes you to online questionnaire , or you can email*  *Comprehensive Annual Report available (112 pages) advising comments are published annually*  *Compact version available ‘You Said, We Did’ (57 pages)*  *You said we did for 2014 to present date* | A summary of comments and the response must be published annually.  *(Ability to provide feedback and comments required)* | 4.21/  4.24 |
| **C** | In area education provision | Y = There is a list of education providers across the age range and a direct link from the Local Offer to the providers SEN information e.g. SEN information for providers is on the Local Offer site or a direct link to the information is provided **(a link to the standard providers homepage is not enough).** 4 providers across the age range to be checked for this, all of which have their SEN information on the site or a direct link to the information is given.  L = List of providers available but less than 3 of the providers on the Local Offer site have the information or a direct link to the information.  N = None of the above found. | **Y** | *Box on front page clearly titled ‘Education’*  *Takes you to Education section – comprehensive list of choices on left hand side with link to schools – takes you to drop down box where you can choose primary or secondary.*  *Link for schools, colleges, special schools and national specialist providers (section 41)..*  *Checked following: -*   * *East Brierley CE (V) – direct link to policies page and SEN Report* * *Killinghall Primary School – direct link to local offer page* * *Carlton Bolling College – direct link to local offer information* * *Owlet Children’s Place Day Nursery – direct link to Inclusive Practice and Provision information*   *Also links to Early Years, Apprenticeships, DLA, Bursaries, EHCP, work placements etc.* | To include education settings (early years, schools and Post 16 – including apprenticeships, traineeships and supported internships), where to find providers SEN Information reports and SEN services including early years. | 4.4/  4.30/  4.36/4.38/  4.46 |
| **D** | Out of area educational provision | Y = A link to Section 41.  L = Some but not all of (Section 41) list included.  N = None of the above found. | **Y** | *Section 41 can be found on the National Specialist Providers link* | The link to Section 41 and provision outside of the local area that the LA expects is likely to be used. | 4.30/  4.39/4.4 |
| **E** | Out of area education provision included on the Local Offer in the same way as the in area education provision. | Y = One or more of the out of area providers included on the Local Offer in the same way as the in area education provision.  L= Not an option for this category.  N = Not found. | **Y** | *Tab for ‘Out of District Schools’ – checked:*   * *Springwater school – link straight to SEN Information Report* * *Doncaster School for the Deaf – link straight to Local Offer and EHCPs* |  | 4.4 |
| **F** | In area health provision | Y = Information about health and links to health provision.  L = Some information but very limited e.g. Only a link given to the main LA website.  N = None of the above found. | **Y** | *Box on front page for Health – takes you through to list of further links including early help and diagnosis and transition information.*  *Lists local hospitals. Clicked on Bradford and district, took me to a list of options including palliative care, wheelchair services, continence, occupational therapy and many more.*  *Link to services, list includes dental health and Young Minds.* | To include information about support to settings on medical needs, therapy, mental health, wheelchairs and equipment, palliative care, continuing care and support for moving to adult care. | 4.40/4.30 |
| **G** | In area social care provision | Y = Information about social care and links to provision.  L = Some information but very limited e.g. Only a link given to the main LA website.  N = None of the above found. | **Y** | *Box on front page takes you to list of services including Adult social care, short breaks, transitions team.*  *Separate box on front page for ‘things to do’* | To include how to access social care services, childcare, leisure activities, support for moving to adult social care, support for living independently and the short breaks statement plus where the information on adult care can be found (under the Care Act 2014). | 4.4/  4.30/  4.38/  4.42/4.44 |
| **H** | Requesting an EHC needs assessment | Y = Clear information about how to request an EHC needs assessment, this must be accessible to parents and young people.  L = Information available but complex and not accessible.  N = None of the above found. | **Y** | *Education box on front page advises this is where you can find information on EHCPs.*  *Link to YouTube video explaining EHCPs. Info on how to request EHCP and where to find the information/form for parent carer or young person to complete the request. Also includes phone number if you would like to discuss a potential request for assessment.*  *Young Peoples section has videos on EHCPs and a note to say the section is currently being developed. Couldn’t find info on how to request an assessment in this section.* | Information on how parents and young people can request an EHC needs assessment. | 4.30/4.57-  4.58 |
| **I** | Identifying and assessing SEN | Y = Clear information about how SEN are identified and assessed, this must be accessible to parents and young people.  L = Information available but complex and not accessible.  N = None of the above found. | **N** | *Couldn’t find information on how SEN identified and assessed*  *Education search is misleading – section on diagnosis isn’t clear*  *Info on behaviour and EY and how to request EHC but no general information on how to identify or assess.*  *Not on the CYP dedicated section.*  ***Bradford’s Response:***  *Bradford’s LO identifying and assessing SEND information was within the Education section, however the existing page name and location was not very accessible. This page has now been re-located, Goggle search re-tagged and the page name has been updated to “Identifying and assessing SEND” [here.](https://localoffer.bradford.gov.uk/Content.aspx?mid=26)*  *Within* [*this*](https://localoffer.bradford.gov.uk/Content.aspx?mid=9) *section we have in addition added the EHCP and Personal Budgets pages which can also be found within the education pages.* | To include arrangements for EHC needs assessments. | 4.30 |
| **J** | EHCPs | Y = Clear information about the EHCP (including timescales and process), this must be accessible to parents and young people.  L = Information available but complex and not accessible.  N = None of the above found. | **N** | *Couldn’t find information on timescales and processes*  *Found eligibility for 19+*  *Video confusing as it’s for Hertfordshire, then leads you to Herts Local Offer*  ***Bradford’s Response:***  *The SEN Assessments team and LO have developed a clear EHCP accessible pathway (flow chart) for parent/carers and young people which includes process and timescales here within the Education EHCP section of the Local Offer* [*here.*](https://localoffer.bradford.gov.uk/Content.aspx?mid=28) | The timescales and process for an EHCP. | 4.58 |
| **K** | Personal Budgets | Y = A Personal Budgets local policy published on the Local Offer including who is eligible. Covering education, health and social care Personal Budgets.  L = Some information but fairly high level and not covering all elements.  N = None of the above found. | **Y** | *General section on personal budgets with a video and a case study on a personal budget*  *Links to information on educational, personal and social care budgets.*  *Includes examples of personal budgets.*  *Personal budgets framework document outlining assessment process, timescales and funding bands.* | Information available about the option of having a Personal Budget including a local policy for Personal Budgets. | 4.58 |
| **L** | Travel | Y = A link to a policy which includes information on travel to and from educational settings pre and post 16 (can be in one document but must set out policy for pre and post 16).  L = Some information but fairly high level and not covering all elements e.g. only pre-16.  N = None of the above found | **Y** | *Box on front page ‘Getting Around’ – links through to ‘Home to school and college travel’*  *2 policies:*   * *Home to School Travel and Transport Policy for Children of Compulsory School Age* * *Post 16 Transport Policy Statement*   *Link to Independent Travel Training and how you can find our more.* | Arrangements for travel to and from education settings plus post 16 transport policy statement for 16+. | 4.30/  4.48 |
| **M** | Phase transfer/higher education | Y = Information on support available to transfer between phases of education and support for HE including DSA.  L = Some information but fairly high level and not covering all elements.  N = None of the above found. | **Y** | *Clear link to info on DSA in the Education section and how to apply*  *Link to transition team (age 14 – 25), who can use the service and how it can be accessed.*  *Apprenticeships, bursaries, post 16 educations and training, supported employment and work placement links also available.* | Support to transfer between phases of education and support for higher education including DSA. | 4.30 |
| **N** | IAS | Y = Clear information on IAS and how to access (phone number, website link etc.).  L =No information or just a link to the IASS website.  N = None of the above found. | **Y** | *IAS section – box on front page with a further link through to support for families.*  *Full contact details for Bradford SENDIASS – address, website and telephone (Barnardos) and local parent carer forum.* | How to access IAS, parent forums and support groups. | 4.30/4.45/  4.59 |
| **O** | Disagreement resolution, mediation, tribunal/appeals and complaints | Y = How to access these and rights.  L = High level information only e.g. how to access not included.  N = None of the above found. | **Y** | *Resolving disagreements, mediation, and complaints page in the section on EHCP. Also gives link to ‘Independent Parental Support’ who offer support on appeals.*  *Also information in the Education section under ‘EHC Plan refused? Right of Appeal’*  *Who to contact for in the first instance, and what the steps are through mediation and what to do if you are not happy with this and wish to proceed to a tribunal.* | How to access these and rights. | 4.30 |
| **P** | Accessibility | Y = LAs accessibility strategy published on the Local Offer.  L = Not an option for this category.  N = Not found. | **N** | *Search for the accessibility strategy found the message:*   * *The local authority's accessibility strategy is currently being reviewed with key partners. It is anticipated that the Local Authority will consult with a wider range of stakeholders on a new draft strategy during the Spring Term 2017*   ***Bradford’s Response:***  *Bradford Local Authority’s SEND Accessibility Strategy is currently being reviewed and updated. The Local Authority will work in partnership with a wide range of stakeholders and all interested parties on the updated strategy. Once the updated version has been approved it will be published on this page.* | The LA’s accessibility strategy published on the Local Offer. | 4.30 |
| **Q** | What the LA expects education settings to offer | Y = Clear statement of what the LA expects settings to provide.  L = High level information across age range only or some information not available.  N = None of the above found. | **Y** | *Gives information on extra help and that it would mean a different way of teaching certain things: e.g. help from an extra adult, working in small a group, use of particular equipment (computer or a desk with a sloping top) and that in early education settings, schools and colleges this help is called the graduated approach.* | The area wide offer – what the LA expects its educational settings to provide from within their budgets. | 4.32 |
| **R** | Preparing for adulthood | Y = Information relating to preparing for adulthood.    L = High level information only.  N = None of the above found. | **Y** | *Adulthood section has a useful planning document ‘My Housing Plan’ to help them think about what they would like in the future and a link through to the Bradford and district Home Finder Service.*  *List of contacts under ‘Participating in the Community’ and how they can help.*  *Section on ‘preparing for and finding employment’, the service they provide and contact details.*  *Also a link to ‘supported employment services’ – careers advice and contact information.* | To include preparing for and finding employment, somewhere to live and participating in the community. | 4.52 |
| **S** | Local Offer in one place | Y = Local offer can be accessed all from one site e.g. any redirection takes you to the specific information/service you are looking for.  L = Majority is in one place but some elements have to be searched for via another site e.g. LA main site.  N = No Local Offer site. | **Y** | *All links take you to information on the Bradford Local Offer Website*  *Also includes links to more detailed information (for professionals for maybe?) on the schools service.*  *And links to external organisations e.g. careers service, metro travel, Bradford NHS Trust etc.*  *All links internal and external take you directly to the information.* | A single route to the information. | 4.1 |
| ***‘SHOULDS’*** | | | | | | |
| **T** | Usability and visual appeal | Y = Easy to find site, navigate through and a good search functionality available. Also the site is visually appealing.  L = One of the above is missing  N = None of the above | **Y** | *Bright and colourful*  *Visually attractive and pleasing, nice font, use of video clips. Functional search ability button at top of page. Screen reader option, Google translation, clearly labelled sections.*  *4 clicks to find CAMHS when looking in health section: Health-services-nhs area-CAMHS internal LO page. Need to find in 3 clicks.* | Site is easy to find, use and search. | 4.7 |
| **U** | Involving parents | Y = Clear way for parent carers to provide feedback. An explanation of how parents have been involved/can be involved.  L = Reference to involvement of parent carers but not explicit about how this has been done.  N = None of the above found | **Y** | *Annual report shows who they have consulted over the year and this includes parents.*  *Feedback page with link to LO questionnaire*  *You Said We Did*  *POET-EHCP SEND Consultations* |  | 4.8/4.9/4.10/ 4.11/4.12/4.13 |
| **V** | Involving children and young people | Y = Clear way for children and young people to provide feedback. An explanation of how children and young people have been involved/can be involved.  L = Reference to involvement of children and young people but not explicit about how this has been done.  N = None of the above found | **Y** | *Annual report shows who they have consulted over the year and this includes various children and young people’s groups.*  *You Said We Did – easy read version but could only find for 2015/16. Why not easy read on main LO site?* |  | 4.8/4.9/4.10/ 4.11/4.12/4.13 |
| **W** | Transfer Plan | Y = Published transfer plan.  L = Not an option for this category.  N = Not found. | **Y** | *Local transition plan outlining the date all ‘Statements’ will be converted by – from reception year up to Y14.* |  | As per previous guidance from the DfE (NB this is a should not a must) |