

RMBC Guidance for Social Care / Early Help Advice for Education, Health and Care Plans (EHCP) to be submitted via The Open Objects EHCP Hub

As you may be aware RMBC has changed the way that it manages assessments and reviews as part of the EHCP process. We have invested in an online Hub that parents, carers and young people can access to instantly view the process. The benefits of using an online hub are:

- Ensuring that the child or young person is at the centre of everything we do
- Process and decision transparency: Clear, accessible and timely information
- Easing the administrative burden: Efficient recording and use of information
- A truly collaborative approach to assessment, planning and review: Secure and easy multi-agency working
- Supporting compliance whilst driving practice improvement
- A robust and effective EHCP review process
- A vehicle for cultural change

All partner agencies and individuals involved in the education, health of social care support of a child or young person with, or requesting assessment for an EHCP will be invited to contribute to any reviews or assessments for the child/young person via The Hub.

- You will receive an email asking you to create an account on The Hub, with a link attached to allow you to do so.
- You must use the email that the link is sent to, we will have set this as the logon details to allow you access to the information about the learner.
- You can set your own password at this point
- You must enter a mobile phone number at this point. This is because The Hub contains very sensitive information about children/young people and their families and works on a two part logon, when you logon a one time passcode will be sent to the mobile phone and this expires after a time period. This is similar to banking and other secure websites.
- The mobile phone number is not visible on The Hub it is strictly used only for the OTP it will not be shared under any circumstance. Nothing is installed on the phone and there are no costs incurred by receiving the text message.
- There is the option to use a QR code scanner if preferred and OTP can be sent to a landline as a final alternative however this cannot be to a switchboard it must be a dedicated phone line.
- Once you have set up your account you will receive update emails whenever we add to a current case or allocate you as involved in a new one. When you logon to The Hub you will be able to see all your cases and any outstanding actions. You will not require a new logon for each case.
- Emails sent via The Hub will not contain any personal details or information about the child/young person but will simply notify you that there is new information and ask you to logon.

What will Social Care Professionals be asked to contribute?

This is what The Hub will look like to you

You will have a summary of the requests and if you click on the CYP you will see all outstanding request for information

Requests for advice						
Team Member	Job Title	Specialism	Request Date	Request Due Date	Request Completed Date	Status
	Rotherham SENDCo	Education	16/10/2020	27/11/2020		Open
	Rotherham Education	Education	22/10/2020	03/12/2020		Open
	Rotherham SocialCare	Social Care	22/10/2020	03/12/2020		Open

The arrow indicates that this is the request you need to respond to

Will you be providing advice for this child or young person?

You have been asked for advice in the following areas: **Social Care**

Request notes:

* Will you provide information & advice for this child/young person?

No - Other (please state reason)

No - Child or young person is not known and does not meet the criteria for an assessment

No - Child or young person is known but does not meet the criteria for an assessment.

Yes - Child or young person has an allocated worker, who will be providing advice.

Yes - Child or young person is not known but meets the criteria for an assessment.

Yes - Child or young person is known and meets the criteria for an assessment.

Details

The starred fields are mandatory and must be completed. Please note that this is a STATUTORY request and must be responded to by law.

You are able to save and come back to the form if required. There is a save option, however once advice is submitted then it cannot be edited unless you contact the Education, Health and Care Assessment Team and ask them to release this. (ASSENT@Rotherham.gov.uk)

* When did the child or young person first come into contact with your organisation?

Details of any discussions held between the child or young person and your organisation (if relevant)

Details of any discussions held between the parent(s) or carer(s) and your organisation (if relevant)

* What has your organisation put in place already to support the child or young person's needs?

* What has been the effect of any support or strategies already put in place by your organisation?

This is the background and must be complete

Advice Areas

-  Social Care
-  Health
-  SEN - Communications and Interaction
-  SEN - Cognition and Learning
-  SEN - Sensory and/or Physical Health
-  SEN - Social, Emotional and Mental Health

Select Social Care

There is also a section for you to upload any reports or letters that may be relevant. There is no expectation that you re-write existing reports which may have already been shared with families but we will need your guidance as to how the information that the report contains will impact on the ability of the child/young person to access education.

Everything published on the Hub is available to be read by all parties involved in assessing children, young people and their families including the young people and families themselves. Social Care Reports and advice **must not contain the following**

- **Confidential information particularly adoption information or confidential placement address.**
- **Any information in relation to other family members.**
- **Any information in relation to family needs.** The advice on the Hub should be confined to the impact of the social care needs of the child on their education, for example 'Child

has had a succession of placement moves which means that s/he finds it difficult to manage lots of new information or to make new relationships easily' the provision to meet this need might be attachment work undertaken by the Therapeutic Team another example might be 'Child or young person struggles to socialise independently outside of the home' with provision being a Short Break club.

For Looked After Children the advice given should include the information on their PEP .

Please check any documents uploaded and remove references to other children or information not directly related to the education of the child.

Other professionals involved in the assessment will be able to see the advice you submit.

Social care needs which relate to the child or young person's special educational needs (SEN)

If a decision is made to provide an EHCP, this advice may be used in section D of the EHCP

What are the child or young person's strengths related to learning in this area?

What are the child or young person's special educational needs related to learning in this area?

What are the long-term outcomes to be achieved?

Long-term targets should include the child or young person's outcomes for the next key stage. Outcomes should be SMART (specific, measurable, achievable, realistic, time-bound) and should specify if they are education or training outcomes.

+ Add a new outcome

We will ask you to consider outcomes for the child/young person. Please can you consider the outcomes you are hoping that the child or young person you are supporting will achieve as a result of their education, health and care plan. Some examples of outcomes are as follows:

Cognition and Learning

By the end of their educational journey to have the skills and qualification they need to be progress to the career or training of their choice in line with their aspirations

Communication and interaction

By the end of their educational journey to be able to access and contribute to their local community

Social Emotional and Mental Health

By the end of their educational journey to be able to be happy and healthy including having good mental health

Physical and Sensory

By the end of their educational journey to be as independent as possible.

Finally you will be asked to detail the provision that you believe the CYP requires.

The screenshot shows a web form with two main sections: 'Outcome 1' and 'Provision 1'.
Outcome 1 section:
- Header: 'Outcome 1' with a 'Delete outcome' button.
- Field: 'Outcome' with a large text input box.
- Question: 'What are the short-term target(s) to achieve this outcome?' with a sub-note: 'Short-term targets should include steps to achieving the child or young person's outcomes over the next year.'
- Fields: 'Steps to achieving outcome' and 'Date to be achieved by'.
- Content: 'No active steps for this outcome.'
- Input: A text box for steps, a 'Select date' button with a calendar icon, and an 'Add' button.
- Action: '+ Add a new provision' button.
Provision 1 section:
- Header: 'Provision 1' with a 'Delete provision' button.
- Field: 'Support Needed' with a large text input box.
- Fields: 'To be provided by' and 'Staff / Student ratio' with text input boxes.
- Field: 'How much / Quantity' with a large text input box.
- Field: 'How often' with a large text input box.

Provision should be identified clearly and specifically. Provision for example might be 'Weekly Parenting Support by an early help worker'

Or

'Short breaks for 4 hours per week during school holidays funded by a personal budget'.

Therefore, clarity is required as to who will need to provide the intervention, for how long and how frequently.

If there is funding for this outside of universal or commissioned services then the details of any personal budget information should be attached,

Please ensure that provision is that which your service can provide or has discussed with education staff.

Examples

Outcome

By the end of their educational journey to be able to access and contribute to their local community

Steps towards outcomes

To be able access activities outside of school

Need

CYP is unable to access clubs and activities without support from parent and this is currently impacting on their self-esteem and outing strain on the family

Support Needed - Provision

CYP to have suitable short break provision

- to be provided by - PA
- Staff /student ratio - 1:1
- How much / quantity – 4 hours per week in school holidays
- How often – see above

Outcome

By the end of their educational journey to be able to be happy and healthy including having good mental health

Steps towards outcomes

To be attending school regularly

To arrive at school clean, dressed and well fed

To attend all routine health appointments

Need

Parent is struggling to ensure that routines and structure are in place to support attendance at school

Support Needed - Provision 1

A family support worker to visit the home and support parent in implementing routines and structure

- to be provided by – Early Help
- Staff /student ratio - 1:1
- How much / quantity – 2 hours
- How often – Weekly and to be reviewed after 6 weeks

Support Needed - Provision 1

An early help assessment is in place and will be monitored via TAF meetings

- to be provided by – Early Help to chair initially
- Staff /student ratio - N/A
- How much / quantity – N/A
- How often – Half termly initially and then to be reviewed. School to take over running of the TAF when agreed targets around attendance and other issues have been met to monitor.

Further information

- The Local Offer page on the council website has a list of FAQ's that have been added <http://www.rotherhamsendlocaloffer.org.uk/education-health-care-plans/rotherham-ehc-hub-frequently-asked-questions-faqs/1>
- Please explore the above before you contact the EHCA Team but if you are stuck then email only please assent@rotherham.gov.uk, please title your email Hub Enquiry / Help