

Neath Port Talbot Inclusion Service
Local Implementation Plan

2019 –2020

Neath Port Talbot Local Authority Additional Learning Needs and Education Tribunal (ALNET) Local Implementation Plan

This Local Implementation Plan forms part of a developing three year plan, in which Neath Port Talbot Local Authority Inclusion Service sets out its programme of work and key priorities in preparing for ALN reform.

The priorities outlined in this plan are closely aligned to local authority plans, the Inclusion Service Business Plan, individual service report cards and wider educational reforms.

All priorities identified within this plan will be delivered in partnership with key stakeholders and services, while many of the priorities will be delivered in collaboration with regional partners.

The plan is funded, in part, by the Transformation Grant and through additional funding and resources from NPT's core budget.

Neath Port Talbot is committed to working in close partnership with professionals, children, young people, parent, carers and wider services to ensure that the local authority is prepared for changes in legislation and is adhering to Welsh Government timescales.

This plan will be monitored by elected members, the Director of Education, the Co-ordinator for Inclusion and the LA's ALNET Steering Group.

Priority 1- Awareness Raising				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Arrange/ facilitate awareness raising sessions/ events to ensure all stakeholders have a clear and consistent understanding of the requirements of the Act, ALN Code and regulations, including the duties placed on LAs, schools, further education colleges and local health boards.	WG Elected members SMT/ Co-ordinator for Inclusion Inclusion Service staff Head Teachers Governing Bodies ALNCos Specialist teaching staff School staff Early Years providers Post 16 providers FE NPTC Health CAs CVS CYPS Directorate staff (ELLS) Legal services ALNET Steering group	All stakeholders have a clear and consistent understanding of the requirements of the Act and Code.	Ongoing	Officer time Venue hire-
Advise practitioners, Elected Members and Governing Bodies when Tier 1 and 4 online training becomes available.	As above.	All practitioners to have completed training.	From January 2020	Officer time

Engage with Parents/ Carers to raise awareness of Act's requirements.	Schools Inclusion staff Parents/ Carers	Parents/ Carers are aware of new legislation.	Ongoing	Officer time Venue hire-
Provide schools with a framework to support them in self-evaluating their readiness for reform.	Inclusion staff Schools Challenge Advisors		From June 2018	Officer time
Update Inclusion Service website, as and when needed, to ensure the most up to date information on ALN reform is available.	Inclusion officers IT officers	Useful, up to date information is available.	Ongoing	Officer time
				Total-

Priority 2- Workforce Development				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Ensure specialist service and school staff have appropriate CPD opportunities identified through PDRs.	Accountable managers Inclusion Officers Wider LA services Health HE Other outside training providers School staff	Schools have robust processes in place to ensure staff are engaged in CPD for ALN on an ongoing basis.	Ongoing	Course fees
To continue to effectively engage with other LAs and Health to secure the development and delivery of a multi-agency training plan for the region.	Regional Leads.	Effective/ efficient planning and sharing of good practice, to maximise resources.	Ongoing	Officer time
Delivery of Graduate Certificate in ALN to new cohort of specialist provision staff and ALNCos.	Inclusion officers Health colleagues Trinity of St David's University School staff	Specialist provision staff/ ALNCos are supported to develop their knowledge and understanding of a range of ALN.	Ongoing	Officer time 5 days
Contribute to the professional learning offer for ALNCos.	Inclusion Officers Regional Leads WG	ALNCos are supported to develop their leadership skills, knowledge and understanding.	Ongoing	Officer time 5 days
				Total-

Priority 3- IDP & PCP				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Work with regional colleagues to agree a regional IDP template.	Regional Leads Inclusion officers in each LA	Regional IDP template agreed.	By September 2020	Officer time
Develop a national/ regional graduated response and criteria for IDPs that are maintained by the LA.	Regional Leads Inclusion officers in each LA WG	National/ regional graduated response agreed.	By September 2020	Officer time (costings to be determined)
Appoint an IDP officer with responsibility for conversion of Statements to IDPs in line with WG's timeline.	SMT/ Co-ordinator for Inclusion	LA is prepared for the convergence of Statements to IDPs.	By December 2019	Core budget
Ensure all schools are aware of WG's timeline for conversion.	Inclusion officers	All schools are prepared for the convergence of IEPs to IDPs.	Ongoing	Officer time
To work collaboratively with Helen Sanderson Associates (HSA) to develop training in writing person centred outcomes.	HSA PCP trainers. School staff	School staff are supported in writing high quality person centred outcomes on IDPs.	By August 2019	HSA- Officer time
Train 4 additional LA officers to be accredited PCP trainers.	HSA Identified Inclusion officers	Sustainable support for schools in implementing PCP.	By March 2020	HSA & venue hire-
Review use of PCP across Inclusion services.	Co-ordinator for Inclusion PCP trainers	Every service to have embedded PCP principles.	By September 2020	Officer time

	Accountable managers Inclusion officers			
Implement systems to quality assure work around PCP.	HSA PCP trainers Inclusion officers Regional colleagues	Effective systems in place, including a PCP champion in each cluster.	By October 2019	HSA-
				Total-

Priority 4- Early Years				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
EY ALN Development officer to continue in post.		Effective and efficient communication between LA, Early Years settings and other key stakeholders.		Salary of EY ALN Development Officer
Awareness raising in relation to EY aspects of ALN Reform for parents.	EY ALN Development Officer SAN Parent Group SNAP Schools HVs	Parents will have access to updated ALN Reform information.	September 2019	
Create and implement a comprehensive ALN EY training programme which all EY providers, including pre-school settings, FS and schools can access. This will include PCP approaches and on-line training.	EY ALN Development Officer EY EP Inclusion Service staff EY settings Health EY Childcare Team LA PCP Trainers	All providers will have access to consistent and high quality training from specialist staff.	September 2019	

Establish links with NPT College in terms of childcare courses, with a view to LA staff delivering an ALN component in the course.	EY ALN Development Officer EY EP NPT College Inclusion Service staff	All childcare courses in NPT College will have an ALN component.	October 2019	
Establish clear and consistent communication systems for sharing information between Health, Education and Children's Services.	EY ALN Development Officer LA Data Systems Officer LA SMT Health (DECLO) Portage Childcare Disability Team	There will be clear and consistent communication systems in place.	July 2020	
Scope the advice, support and guidance available to EY settings from EY specialists, including EY specialists of ALN.	EY ALN Development Officer EY settings EY EP Wider LA services	NPT will have a comprehensive provision map outlining the ALN services available for EYs settings / childcare providers.	October 2019	
Coordinate NPT EY referral pathways panels and funding streams.	EY ALN Development Officer EY settings EY EP Health EY Childcare Group	There will be a coordinated consistent approach to the identification and provision for EY ALN children in NPT.	July 2020	
Identify a minimum training requirement for EY staff in collaboration with regional partners and to begin planning for delivery.	Regional Inclusion Leads EY ALN Development Officer Transformation Lead Pembrokeshire LA CIW	There is a minimum training requirement for all EY childcare staff across the region.	Ongoing	

To embed a consistent PCP transition approach across NPT.	EY ALN Development Officer EY settings EY EP Health EY Childcare Group Schools Health	There will be a clear and consistent PCP transition plan in place for children in EYs settings transitioning to schools. This will include FS and non FS EY settings to school.	Dec 2019	
NPT Health Visitors will have access to ALN information from Inclusion Service staff.	EY ALN Development Officer FS staff Health Visitors Schools	All Health Visitors will be able to provide accurate and clear advice to parents in relation to LA systems and schools.	Dec 2019	
All EY settings will be accredited with ASDinfoWales.	FS Teams EY providers Senior EP EY EP FS EPs EY Development Officer EY Childcare Team ASDinfoWales	All childcare providers will have a greater awareness of ASD and how to meet the needs of children in their setting with ASD.	March 2020	
				Total-

Priority 5- Post 16				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Work collaboratively with post 16 colleagues to support the outputs identified in the Regional Implementation Plan.	Inclusion officers Post 16 colleagues Regional partners (particularly Powys)	Strengthened relationships with post 16 colleagues and robust transition arrangements in place.	Ongoing	Officer time
				Total-

Priority 6- Pupil and Parent Partnership				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Review current pupil and parent partnership systems/ structures, in order to ensure there is a key point of contact and effective early disagreement resolution procedures in place.	Parents and CYP Schools Independent Advocacy service Children's Rights Unit	Reduction in appeals to SENTW and strong partnership working with Parents/ Carers using a Person Centred approach.	By January 2020	Officer time Core budget
Ensure complaints and compliments regarding ALN provision are effectively recorded, monitored and reviewed.	Schools Parents CYP SNAP SFST ALNST Data unit Health/ DECLo	A clear understanding of strengths and areas for improvement is achieved, in order to strengthen and improve service delivery.	By March 2020	Officer time
Effective collaboration and communication with Supporting Additional Needs (SAN) parent/ carer group to ensure formal engagement and consultation.	SAN parent/ carer group Inclusion offices.	Parents/ Carers are supported to formally engage in shaping service delivery.	Ongoing	Officer time
Develop training package to support LA and School staff in managing and	Inclusion Officers School staff	LA and School staff have skills needed to manage and communicate difficult	By October 2020	Officer time Resources, professional fees, venue hire

communicating difficult decisions, and dispute resolution.	Outside training providers - Holus	decisions, and resolve disputes at an early stage.		
Develop a training menu for Parents/ Carers of children and young people with ALN, which will be available via the Inclusion Service website and social media platforms.	Inclusion Officers	Training menu available for Parents/ Carers of children and young people with ALN, to develop their knowledge and understanding and provide strategies for support.	By October 2020	Officer time
Ensure there is appropriate information available to Parents/ Carers through a range of media regarding local ALN services and provision.	Inclusion Officers IT officers LA Communication department ELRS	Appropriate information is available to Parents/ Carers through a range of media regarding ALN support services and provision.	By September 2020	Officer time
				Total-

Integrated Theme - School Improvement				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Evaluation of learner progress, provision and leadership of ALN to be captured in core visit records for each school.	Challenge Advisors Inclusion officers NPT and Ceredigion	ALN features more prominently in discussions between Challenge Advisors and schools.	From September 2019	Officer time

Review systems between Inclusion Services and Challenge Advisors to ensure effective communication and collaboration in relation to ALN standards, provision and leadership.	Challenge Advisors Inclusion officers NPT and Ceredigion	Clear, strengthened systems of communication and collaboration are embedded. Calendar of joint visits in place.	By October 2019	Officer time
Implement a collaborative programme of review of specialist provisions in LA.	Inclusion officers Challenge Advisors	A rolling programme of activity/ review implemented.	By September 2020	Officer time
Arrangements to be made to ensure all Inclusion officers are kept abreast of Education Reform.	Inclusion officers Challenge Advisors	Inclusion officers have a deeper understanding of wider Education Reform.	By September 2020	Officer time
Review LA provision mapping tool developed by Carmarthen and explore whether it will work with current systems in NPT, in collaboration with Swansea,	Inclusion officers Data unit Challenge Advisors Swansea LA	Effective provision map in place at a LA and school level.	By March 2020	Officer time
				Total-

Integrated Theme – Effective Practice				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Work with regional partners to develop a peer review	Regional leads.	Regionally agreed framework for peer review,		Officer time

framework for practices in relation to ALN. Identify peer reviewers from each LA.		which promotes the sharing of effective practice. Peer reviewers identified.		
Contribute to the sharing of best practice via a regional digital platform.		Effective practices identified and shared.		Officer time
Secondment of primary and secondary ALNCos to provide support to mainstream schools in evaluating and developing ALN provision.	Identified ALNCos	Effective self-evaluation of ALN provision and the identification of areas for development.	Ongoing	Secondment of staff
				Total-

Integrated Theme - Bilingualism				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Analysis of data relating to learners with ALN in Welsh medium settings, in order to inform future training needs and provision.	Data unit SSIP team Inclusion officers Representatives from PENTAN	Provision meets the needs of learners with ALN in Welsh medium settings.	September 2019	Officer time
Set up a working party to evaluate current practice within Welsh medium settings.	Inclusion officers Challenge Advisors Representatives from PENTAN	Identification of areas of strength and development, to inform future planning and provision.	September 2019	Officer time

Explore models of practice within other LAs for providing for learners with more complex needs in Welsh medium settings.	Inclusion officers Regional colleagues	Effective practice identified.	October 2019	Officer time
				Total-

Integrated Theme - Health				
Actions	Collaboration	Expected Outcomes	Timescales	Costings
Establish clear lines of communication between DECLO and lead Inclusion officers.		Scheduled meetings in place.	By February 2020	Officer time
Support Health Board in implementing PCP through ongoing training offer.		That Health Board are sufficiently aligned to PCP and are supported to meet the requirements of ALNET.	Ongoing	Officer time
				Total