

REPORT TO SEND STRATEGIC PARTNERSHIP BOARD

Title:	7a - Voice of the Child and Young Person – Interim Update and Project Proposals
Report by:	Jeff Banks, Director - A Better Start Southend (ABSS) Tracey Thompson, Local Offer and Co-production Officer, SBC
Meeting Date:	6th January 2022

1. Purpose of the Project Group and summary of progress

The Voice of the Child and Young Person (VOCYP) Project Group was established following a discussion at the SEND Strategic Partnership Board in June 2021.

The Board agreed that this Group would be chaired by Jeff Banks, Director of ABSS, and work to:

- Co-ordinate and drive improvements in the collecting and acting on young people' voices
- Seek out innovative ways to engage with young people with opportunities for them to influence change
- Map what feedback is gathered; how to make best use of feedback and how this is used to shape the future offer

The Group has now met 3 times and progressed this workstream as follows:

- Drafted and Agreed the Terms of Reference which are attached as Appendix 1
- Undertaken a “Mapping and Gapping” exercise which is regularly re-visited to ensure there is an accurate record of work already happening and identifying where further intervention is required
- Identified a suite of Outline Project Proposals which have been initially developed by a Task and Finish Group. These require more detailed work to identify the current resources that can contribute “in-kind” to these and the new funding required.

2. Proposed priorities and activities for next period

Following workshop sessions and in consultation with the wider VOCYP Group, the Task and Finish Group have identified the following priorities and associated activities for the next 12 months:

- To develop a survey in order to collect information on VOCYP from schools
- To discuss how CYP can influence the cultural and leisure offer in Southend
- To discuss how the High Street and other similar public spaces can be made more SEND friendly

- Full development and implementation of 6 Outline Project Proposals (see Appendices):
 - Project 1 - Models and approaches for involving CYP in SEND strategy, governance and policy formation.
 - Project 2 - Exploration of creative approaches for engaging with higher needs and non-verbal CYP, including working with Southend's arts/creative community.
 - Project 3 - Collating and sharing best practice in engaging CYP in individual reviews and assessments, etc.
 - Project 4 - CYP working to raise awareness of SEND issues e.g. public information campaign
 - Project 5 - Developing opportunities for employment and supported employment of CYP in the SEND sector
 - Project 6 - Supporting access to services by CYP with physical and sensory disabilities (i.e. not learning disabilities/difficulties) recognising their needs are different and may not be captured in broader LD work/initiatives.

3. Resources

An initial analysis of the resources required to undertake this work effectively has been conducted and these are summarized below. Please note further work to confirm the likely costs required for the VOCYP workstream is on-going and will be finalised in a report to this Board in March 2022.

- 1 f/t/e VOCYP Project Manager - estimated at the starting spine point of SBC Level 8 to give a rough guide, although a full job evaluation will be required to confirm the final costs. This equates to **£32,234 excluding on-costs**.
- An operational budget of **£24,900**
- The appointment of a SEND Engagement Facilitator/s 1.0 f/t/e – estimated at the starting spine point of SBC Grade 7 to give a rough guide, although a full job evaluation will be required to confirm the final costs. This equates to **£26,511 excluding on-costs**
- Approve the Project Proposals and associated funds – see Appendices

4. Recommendations/Discussion/Decisions required from Partnership Board

The Partnership Board are asked to:

- Note and Ratify the Terms of Reference – Appendix 1
- Note the proposed priorities and activities for the next 12 months detailed in Section 2
- Approve the Outline Project Proposals and associated resource allocation in principle, subject to further project development – see Appendices

Appendix 1

Voice of the Child and Young Person Project Group Terms of Reference

Purpose

The Voice of the Child and Young Person (VoCYP) Project Group has been established to:

- Hear the views and opinions of children and young people and ensure they are involved in designing and steering the services which they receive.
- Bring together services that support children and young people, especially, but not exclusively, those with SEND.
- Gather information on current provision and identify any gaps.
- Develop and commission projects which test new ways to listen to the voices of children and young people.
- Report directly to the SEND Strategic Partnership Board (SSSPB) to ensure action is taken on issues raised.

Membership

The membership of the Project Group *will not* be fixed but will include representatives from the following:

- A Better Start Southend
- South and Mid Essex CCG
- SENDIASS
- Southend SEND Independent Forum
- Childrens Services including the Children with Disabilities team and Youth Engagement team- SBC
- Access and Inclusion Team - SBC
- SEN Team including the Local Offer -SBC
- First Contact Team – SBC

- School Nursing Team – SBC
- Health Visiting Team – SBC
- Educational Psychology Service -SBC
- School SENCO Advisory Team – SBC
- Southend Virtual School – SBC
- Connexions Service – SBC
- Co-Production Champion – SBC
- FE Sector
- Special Schools
- Little Heroes
- Trust Links
- YMCA Southend

The Chair of the Project Group will be the Director of A Better Start Southend with support from the Council's Local Offer Team.

Additional members will be added with the approval of the membership.

Over time, the aspiration is for a number of children and young people to become members, in order to provide scrutiny and challenge on behalf of themselves and their peers.

Meetings

These will be held at 6 weekly intervals and in synch with the SSSPB so that timely reports can be made.

Initially, they will be held virtually.

Work Programme

Future Actions and Agenda Items in line with the purpose of the Group, will be agreed at the previous meeting.

Where necessary, small Task and Finish Groups will be set up to work outside of the main Project Group. These will report back to the main Project Group.

Minutes will be taken of all meetings and distributed within 10 working days.

This is not a public meeting and notes of the meeting will not be published outside of the membership. However, any reports or notes presented to the SSSPB as part of their Agendas' will be published on the Council's Democratic Services site.

All members of the Group are required to complete any actions assigned to them.

SOUTHEND SEND PARTNERSHIP

VOICE OF THE CHILD & YOUNG PERSON PROJECT GROUP

Project Proposal Form

Project Title:		
1. Models and approaches for involving CYP in SEND strategy, governance and policy formation		
Project Objectives:-(what are you going to do?)		
<ol style="list-style-type: none"> 1. Ensure CYP voice is heard and used to influence decision making within SEND strategy, governance and policy formation 2. Ensure SEND governance is transparent and continually reviewed 3. To advise on engagement methods and best practice and produce E&P plan - Ensuring engagement practices are accessible, transparent and ongoing. 4. Assist in enabling transparent means of two-way communication 5. Advise on self-evaluation of E&P practices, explore roles and responsibilities of engagement 		
Project Scope:- (how are you going to do it?)		
<ul style="list-style-type: none"> • Utilise existing stakeholder mapping and identify new stakeholders to connect CYP & Families with Council teams / groups, etc. • Ensure representative CYP contribute to the SEND Strategic Partnership Board by either (i) representative CYP's being supported to attend meetings or (ii) establishing regular engagement sessions where Board members meet and work with CYP's. • Explore training opportunities to upskill staff • Identify creative opportunities to inform change and influence decision making – e.g. through direct conversations with relevant council staff, creating and presenting video blogs, story boards, etc. 		
Who will be leading the project:- (who is taking overall responsibility for it?)		
Name	Role	Organisation
Youth Participation Team (Kelly Marks / Lucy Bissell)	Engagement support	SBC
Parent/careers	Supporting participation of CYP	
SEND Engagement Facilitator/s	Supporting delivery	TBC
Resources required - Financial		
Item	Cost	

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Resources and materials	£500
SEND Engagement Facilitator/s	0.2 f/t/e £TBC
	Total excluding staff member - £500
Resources required – Other	
What/Who	Commitment/Input
Staff time	Meeting and working with CYP as part of the governance of the SEND Strategic Partnership Board
Venues and accommodation	Provided by SBC and/or partners e.g. Family Centres, etc.
Parent/careers	Supporting participation of CYP
Outcomes – (what do you want to test/change through the project)	
<p>The SEND Strategic Partnership Board will feel engaged and connected with CYP and have greater understanding of their needs, aspirations and ambitions</p> <p>CYP will consider they know the staff and system leaders responsible for supporting SEND CYP and can influence and contribute to decision making.</p>	

SOUTHEND SEND PARTNERSHIP

VOICE OF THE CHILD & YOUNG PERSON PROJECT GROUP

Project Proposal Form

Project Title:		
2. Exploration of creative approaches for engaging with higher needs and non-verbal CYP, including working with Southend's arts/creative community		
Project Objectives:-(what are you going to do?)		
<ol style="list-style-type: none"> 1. Demonstrate the SEND Strategic Partnership Board is committed to exploring innovation in developing new creative approaches to engage with CYP, particularly those for who traditional meetings or engagement forums may be unsuitable 2. Ensure the Partnership Board is hearing the voices of CYP with higher level needs and those who are nonverbal, etc. 3. Support the engagement of a wider range of experts in SEND Voice work, including creative artists, workshop leaders, digital media experts, etc. 4. Learn from the exploration of innovative new approaches and share practice with the wider SEND Community 5. Ensure that work is fun, creative and engaging. 		
Project Scope:- (how are you going to do it?)		
<ol style="list-style-type: none"> 1. Create a fund for local organisations/schools/colleges to develop pilot projects with Southend Arts and Creative community such as Metal, Focal Point Gallery, Southend Arts Council, etc. 2. Develop access routes to existing creative projects for those CYP who cannot take part without support e.g. 99 by 19 3. Design and create a range of engagement tools focused at CYP's peers using nonverbal, visual methods, etc. 4. Work with specialist agencies/teams to identify models of good practice from other areas. 		
Who will be leading the project: - (who is taking overall responsibility for it?)		
Name	Role	Organisation
TBC	Promoting and managing the fund on behalf of the SEND Strategic Partnership Board, receiving applications, supporting with project development, safeguarding, etc.	An individual or agency experienced in the field of disability or community arts practice
SEND Team	SEND Engagement Facilitator/ss	SBC

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SEND Engagement Facilitator/s	Supporting delivery	TBC
Parent/careers	Supporting participation of CYP	
Resources required - Financial		
Item	Cost	
SEND Creative Engagement Fund	£10,000	
Resources and materials	£500	
SEND Engagement Facilitator/ss	0.2 f/t/e £TBC	
	Total excluding staff member - £10,500	
Resources required – Other		
What/Who	Commitment/Input	
Staff time	Meeting and working with CYP as part of the governance of the SEND Strategic Partnership Board	
Venues and accommodation	Provided by SBC and/or partners e.g. Family Centres, etc.	
Parent/careers	Supporting participation of CYP	
Outcomes – (what do you want to test/change through the project)		
<p>There will be arrange of creative opportunities for CYP with higher needs and non-verbal CYP, tyo engage in activities where they can express their hopes, dreams and ambitions.</p> <p>The SEND Strategic Partnership Board will consider that CYP with higher needs and non-verbal CYP are informing and influencing the work of the Partnership Board.</p> <p>The wider SEND community will learn about new creative approaches to engaging CYP with higher needs and non-verbal CYP in strategy and policy formation.</p>		

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Project Proposal Form

Project Title:		
3. Collating and sharing best practice in engaging CYP in individual reviews and assessments, etc.		
Project Objectives:-(what are you going to do?)		
<ol style="list-style-type: none"> 1. Mapping has identified a wealth of experience and expertise amongst individual staff and teams, in ensuring that CYP are actively engaged and involved in EHCP's, Annual Reviews and Assessments, etc. 2. The objective of this project is to create a range of 'skills sharing' opportunities where individual staff and teams can share best practice. 3. This will ensure that where knowledge, expertise and effective solution and approaches have been developed in one service area, these are shared and made available to individuals and teams working in other service areas. 		
Project Scope:- (how are you going to do it?)		
<ol style="list-style-type: none"> 1. A communications campaign with services, settings and families, to highlight examples of good practice. This might include: <ul style="list-style-type: none"> ○ Using an anonymised video of best practice of a child sharing their views (with consent of staff and parents) ○ Videos (Tik Toks) ○ Pictures, photography, drawings, or collage work ○ Dance, music or singing/rapping ○ Texts, PECs, Makaton, ○ One page profiles, story boards, etc. 2. Develop a series of open skills exchange workshops open to all staff working in or associated with SEND CYP. 3. Some targeted events e/g/ Early Years and School Age Workshop 4. Identification of expert speakers or teams from outside of S'end who are doing interesting innovative work 5. Exploration of links to work being done to create an Annual Review Guide for young people, by young people – led by LO Team, individual pupils and the SEND Youth Forum 		
Who will be leading the project:- (who is taking overall responsibility for it?)		
Name	Role	Organisation
Maria Clarke	EHCP Co Ordinator	SBC – SEND Team
Mollie Short	EY SEND Support Worker	SBC – SEND Team
SEND Engagement Facilitator/s	Supporting delivery	TBC
Resources required - Financial		

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Item	Cost
Resources and materials	£500
SEND Engagement Facilitator/s	0.2 f/t/e £TBC
Speakers / workshop leaders	£1,000 p/a
	Total excluding staff member - £1,500
Resources required – Other	
What/Who	Commitment/Input
Staff time	Meeting and working with CYP as part of the governance of the SEND Strategic Partnership Board
Venues and accommodation	Provided by SBC and/or partners e.g. Family Centres, etc.
Parent/careers	Supporting participation of CYP
Outcomes – (what do you want to test/change through the project)	
<p>We want to ensure the CYP voices, aspirations and outcomes are heard and embedded in all decision making.</p> <p>We want to inspire health, education and social care settings and services to find and create innovative ways to do this.</p> <p>Knowing they can have a creative license with the questions and adapting them to be accessible, suitable and age appropriate to each individual CYP.</p>	

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Project Proposal Form

Project Title:		
4. CYP working to raise awareness of SEND issues e.g. public information campaign		
Project Objectives:- (what are you going to do?)		
<ol style="list-style-type: none"> 1. To provide CYP with opportunities to design and lead a public communications campaign, raising awareness of the experiences of SEND CYP in the community. 2. To develop community awareness, tolerance and understanding. 3. To ensure children and families feel comfortable and welcomed with a range of community settings in and around S'end. 4. To stimulate the owners or operators of community settings, public spaces or commercial premises, to consider the needs of families with a SEND child in the design and operation of their facilities. 5. To promote equality of opportunity and raise awareness 		
Project Scope:- (how are you going to do it?)		
<ol style="list-style-type: none"> 1. Recruit and bring together a group of CYP's to design a public communications campaign 2. Commission a participatory arts or media organisation to support and facilitate the CYP with delivering the campaign they have designed 3. To run the campaign over and evaluate the outcomes 4. To share learning with the wider partnership and stakeholder network 5. The project will link with existing initiatives e.g. the SEND Youth Forum's work developing and presenting a "training" programme for their mainstream peers, teachers and other professionals. 		
Who will be leading the project:- (who is taking overall responsibility for it?)		
Name	Role	Organisation
A team of CYP	Leading the design	
Parent/careers	Supporting participation of CYP	
SEND Engagement Facilitator/s	Supporting delivery	TBC
A creative arts or media agency/group	Facilitating the process and providing technical advice, support and training	TBC
Resources required - Financial		
Item	Cost	

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Resources and materials	£500 p/a
SEND Engagement Facilitator/s	0.2 f/t/e £TBC
Creative arts or media agency/group	£8,000 p/a
	Total excluding staff member - £8,500
Resources required – Other	
What/Who	Commitment/Input
Staff time	Meeting and working with CYP as part of the governance of the SEND Strategic Partnership Board
Venues and accommodation	Provided by SBC and/or partners e.g. Family Centres, etc.
Parent/careers	Supporting participation of CYP
Outcomes – (what do you want to test/change through the project)	
<p>Southend-on-Sea will become a locality which increasingly understanding, aware and welcoming of children and young people with SEND.</p> <p>Children and families will feel more included in community life and welcomed by local businesses, venues and community facilities.</p> <p>Children and families will gain more opportunities.</p>	

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Project Proposal Form

Project Title:		
5. Developing opportunities for employment and supported employment of CYP in the SEND sector		
Project Objectives:-(what are you going to do?)		
1. Develop a cohort of local businesses and Organisations who will provide the following for young people with SEND: <ul style="list-style-type: none"> • Work Placements • Work Experience • Volunteering Opportunities which increase skills and confidence • Paid employment • Work Place visits • Mock interviews 		
Project Scope:- (how are you going to do it?)		
1. Work with the Council's SEN Preparing for Adulthood Team and Economic Regeneration Team to develop relationships (already underway) 2. Secure Pledges from businesses and Organisations for the above (already underway). 3. Promote Opportunities to young people and their families to help raise aspirations. 4. Identify gaps between the aspirations of young people and available opportunities, with a view to develop ways of filling gaps. 5. Hold a Conference for parents, young people showcasing what opportunities there are and to encourage local businesses to recognise potential. 6. Use the Preparing for Adulthood Task and Finish Group (made up of LORG members and key stakeholders) as the conduit to take this work forward.		
Who will be leading the project:- (who is taking overall responsibility for it?)		
Name	Role	Organisation
Hyla Grimwade	Senior Economic Development Officer	SBC
Margaret Wall	Preparing for Adulthood Team Leader	SBC
Philomena Johnson/Jody Hardy	Vice Chair/Management Committee member	SSIF
Resources required - Financial		

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Item	Cost
Publicity – design and printing, etc.	£600
Venue Hire, travel and refreshments, etc.	£500
Travel and expenses for volunteering, work placements and workplace visits	£1,100
	Total: £2,200
Resources required – Other	
What/Who	Commitment/Input
DWP	Practical support for the project design and mobilisation
SBC	
Local Employers	
FE Colleges	
Secondary/Special Schools	
VCS Training Providers	
Outcomes – (what do you want to test/change through the project)	
<ul style="list-style-type: none"> • Change perception of young people with SEND and the benefits they bring to a workplace/role. This will include using both young people and businesses who currently employ them to help promote their successes. • Raise aspirations of young people and parents to help them gain an overview of the type of opportunities that are available. • Increase the number of young people that gain paid employment with SBC and other local businesses/organisations • Increase the number of volunteering and work placement opportunities for young people within SBC and other organisations/businesses • Increase the number of Support Internship places available and support local Post 16 providers to link to these. • Support SBC's new Equality and Diversity Strategy by ensuring young people with additional needs are given access 	

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Project Proposal Form

Project Title:		
6. Supporting access to services by CYP with physical and sensory disabilities (i.e. not learning disabilities/difficulties) recognising their needs are different and may not be captured in broader LD work/initiatives		
Project Objectives:-(what are you going to do?)		
<ol style="list-style-type: none"> 1. Recognising that children and young people with physical and sensory disabilities may approach engagement differently to other CYP with SEND, this project will explore opportunities for developing voice and engagement activities which are more appropriately pitched / targeted. 2. Ensure children with physical and sensory disabilities are more visible in the SEND agenda and contributing their views and ideas about strategy and policy formation, service design and delivery. 3. Explore the specific aspirations, dreams and ambitions of children and young people with physical and sensory disabilities. 4. Ensure system leaders and service providers are aware of the unique experiences of children and young people with physical and sensory disabilities and are considering these in the development of SEND work. 		
Project Scope:- (how are you going to do it?)		
<ol style="list-style-type: none"> 1. Engage with Specialist Teams supporting children with disabilities including sensory disabilities. 5. Identify existing projects and opportunities which re engaging children and young people with physical and sensory disabilities. 2. Identify models of good practice from other areas which can be adapted to Southend. 6. Work with children and young people with physical and sensory disabilities to identify the particular approach which we might adopt to engaging them in SEND work and how they might want to contribute their ideas. 7. Support children and young people in developing engagement activities which they have identified. 		
Who will be leading the project:- (who is taking overall responsibility for it?)		
Name	Role	Organisation
A team of CYP	Leading the design	
Parent/careers	Supporting participation of CYP	
SEND Engagement Facilitator/s	Supporting delivery	TBC
Resources required - Financial		

SOUTHEND SEND PARTNERSHIP

Item	Cost
Publicity – design and printing, etc.	£600
Resources and materials	£500
SEND Engagement Facilitator/s	0.2 f/t/e £TBC
Venue Hire, travel and refreshments, etc.	£600
	Total excluding staff member: £1700
Resources required – Other	
What/Who	Commitment/Input
Staff time	Meeting and working with CYP
Venues and accommodation	Provided by SBC and/or partners e.g. Family Centres, etc.
Parent/careers	Supporting participation of CYP
Outcomes – (what do you want to test/change through the project)	
<p>The SEND Strategic Partnership Board will feel engaged and connected with CYP and have greater understanding of their needs, aspirations and ambitions</p> <p>CYP will consider they know the staff and system leaders responsible for supporting SEND CYP and can influence and contribute to decision making.</p> <p>Children and young people with physical and sensory disabilities are active and engaged in developing strategy and policy formation, service design and delivery.</p>	