

SEND Code of Practice – action plan

We are updating our procedures to ensure compliance with legislation – changes to the SEND Code of Practice. Systems must be in place by 1st September 2014.

Action plan	Completed / comments
Download a copy of the new Code of Practice to keep in computer files (funded provider)	
Name a SENCO (me) on documentation to share with parents	
Attend LA SEND training	
Write an Inclusion policy to include bullet points which cover – <ul style="list-style-type: none"> • Funded children • Disabled / vulnerable children • Equality of opportunity and diversity 	
Write a SEND policy to cover the new legislation and Code of Practice	
Provide copies of the new policies for all parents (email, in folder, with newsletter and display).	
Write and publish our Local Offer to share with parents and LA.	
Identify and inform parents about local SEND support services.	
Review current ILP (individual learning plan) – is it fit for purpose to comply with the new requirements?	
Review current permissions form to inform parents that, if there is a concern about a child, the EYFS states I must access further support (requirement 2.5)	
Review current care plan – is it suitable and fit for purpose? Re-name 'education, health and care plan'	
Review 2 year progress check – does it allow me to clearly show if a child has a developmental delay?	
Review transition documentation – does it effectively support children with SEND?	
Ensure staff are aware of the changes to legislation.	
Write information about the SEND changes for other childminders to support their CPD.	
Update SEF with changes made	