

Rotherham Information, Advice and Support Service (SENDIASS)

Monitoring Group

Terms of Reference

*Local authorities **must** arrange for children with SEN or disabilities for whom they are responsible, and their parents, and young people with SEN or disabilities for whom they are responsible, to be provided with information and advice about matters relating to their SEN or disabilities, including matters relating to health and social care...Information, advice and support should be provided through a dedicated and easily identifiable service*

Local authorities should involve children, young people and parents...in the design or commissioning of services providing information, advice and support in order to ensure that those services meet local needs...(and) in a way which ensures that children, young people and parents feel they have participated fully in the process and have a sense of co-ownership.

(SEND Code of Practice 0-25, 2015)

The Aim of Rotherham SENDIASS

To offer accurate, impartial information, advice and support around Special Educational Needs and Disabilities including Health and Social Care to parents/carers of children/young people (0-25), children (0-16) and Young people (16-25)

To empower service users to play an active and informed part in your/your child's education/ training and independent living.

To work together with parents/children/young people/ settings and practitioners to address SEND related issues service users are experiencing. To help service users feel more able to tackle issues themselves.

Core Activities of SENDIASS

The Service's work is based around the five core activities of;

1. Commissioning, Governance and Management,
2. Strategic Function,
3. Provision of Information and Advice,
4. Supporting Individuals and
5. Professional Development and Training.

What is Impartiality?

The Service views impartiality as not taking sides, not favouring one person or one point of view over another. Whilst providing a service primarily to parents and children, SENDIASS has a range of service users including Parent Support Groups, voluntary organisations, schools, and professionals within Education, Health and Social Care. The Impartiality Policy applies to all Service users.

Role of the Monitoring Group

- To ensure the Rotherham SENDIASS maintains its "arms length" status from the Local Authority.
- To guide the development of Rotherham SENDIASS in line with the Quality Standards for the National Information, Advice & Support Services Network.
- To monitor the effectiveness and impartiality of the service.
- To have a mechanism to feedback to the Local Authority on the above points.
- To facilitate an opportunity for discussion of parent and carer issues which will help to identify and promote good practice, raise concerns and identify gaps in services.
- To ensure children (0-16), young people (16-25) and parents (of the age groups mentioned) have the opportunity to voice their views on the design, policies and procedures of the service.
- To agree service priorities

Membership of the Group

The group will consist of a broad representation, seeking a balance between parents, and practitioners. Support will be offered to ensure any children and

young people who wish to participate feel equal members of the SENDIASS Monitoring Group.

It will be chaired by an agreed member, who is independent to the service. All members of the group will be equal partners and their individual knowledge, skills and views will be recognised, respected and valued.

Members will not act solely in the specific interests of their own agency, own situation or for their own child/young person and will identify and acknowledge any conflict of interest if it arises.

The service Administrative Officer will be responsible for sending out meeting invites, agenda's, arranging venues, recording notes of the meeting and the distribution of minutes afterwards.

Any member not attending, and not giving apologies in advance for three consecutive meetings will be assumed he/she no longer wishes to be a member.

Rotherham SENDIASS will take active steps to promote parent and child/young person involvement in the monitoring group and provide support to enable effective participation.

Meetings

Agendas and reports will be circulated to all members in advance. Meetings will aim to take place 3 times a year (term time only between the hours of 10-2) unless there is a particular need to increase the number due to a specific area of work. Expenses can be claimed for parent and carer representatives for transport and parking in line with the Local Authorities Policy.

Reviewing the Terms of Reference

The Terms of Reference will be reviewed biannually by the Monitoring Group.

Confidentiality

Each member is responsible for ensuring all confidential information shared at meetings or contained in reports is not shared with members outside the monitoring group without consent or until such time it is published.