

SEND System Leaders:

Local Area SEND Inspection Readiness Checklist

The Local Area SEND Inspection is undertaken jointly by Ofsted and CQC, it is not an inspection of one service in isolation but of how effectively education, health and social partners work together to improve experiences.

Inspectors will be keen to engage with staff working directly with children and young people with SEND, as a leader in the SEND System it is important you work to prepare your teams for this inspection. Below is a quick checklist to make sure you and your teams are ready:

- ✓ Understand Hampshire's SEND Local Area Partnership vision, priorities and improvement programme.
- ✓ Be familiar with key strengths, areas for development and findings from Hampshire's SEND self-evaluation framework.
- ✓ Ensure staff understand that this is a SEND system inspection, not an inspection of individual services or teams.
- ✓ Prepare operational staff to confidently explain their work, impact and contribution to the wider SEND system.
- ✓ Ensure staff can demonstrate how children, young people and families influence planning, decisions and service improvement.
- ✓ Be able to evidence how services improve experiences, outcomes and preparation for adulthood for children and young people with SEND.
- ✓ Ensure teams can provide examples of effective multi-agency working and joint decision-making with education, health and social care partners.
- ✓ Confirm arrangements are in place to respond rapidly to inspection requests, tracked learner activity and meetings.
- ✓ Ensure records, case files, plans and performance information are accurate, accessible and up to date.
- ✓ Be confident explaining how quality assurance, audit and feedback are used to improve services.
- ✓ Ensure staff understand local pathways, thresholds, referral routes and escalation processes.
- ✓ Be able to demonstrate how equality, inclusion and participation are promoted for children and young people with SEND.
- ✓ Ensure teams understand and promote Hampshire's Local Offer and can signpost families appropriately.
- ✓ Have recent examples available that demonstrate positive outcomes, successful transitions and effective problem-solving for children and young people with SEND.
- ✓ Ensure managers and practitioners can confidently discuss both strengths and areas for improvement, including actions being taken to address challenges.
- ✓ Share sector-specific inspection guidance and readiness materials across teams and reinforce key messages through supervision, team meetings and briefing.
- ✓ An inspection can feel demanding and sometimes stressful so be prepared to support staff through the process