

Your child's Education, health, and care plan (EHCP) A short guide for parents, by parents

This short guide has been produced with other parents to help you to understand your draft plan.

The draft plan stage is your chance to look at the plan and to suggest any changes.

If you do see something in your draft plan that you don't agree with or want to change, you should discuss it with your EHCP Officer. Some EHCPs can be long, and we know that just the idea of an EHCP might seem very daunting, so this guide will explain the 11 sections to make sure that you know what to look out for . . .

Section A is your child's story

This section is where your story is written. Your child's hopes, dreams and aspirations should be captured here along with your wishes for them as a family. This is your chance to say what your child wants to achieve. Your family's views and wishes are also told here much like a story, which helps to give a personal insight about you and your child.

You should check that this is all up to date and that it tells the story of where your child and your family are now, and not when the request was first made.

Section B is about strengths and needs

This section is divided into 5 main areas. These are usually listed in order of importance to you:

- Social, emotional, and mental health.
- Communication and interaction.
- Cognition and learning.
- Sensory, physical.
- Independence

Information in this section will come from qualified professionals and their reports.

This section should be about celebrating the things your child can do well, as well as the things they need help with. Everything listed in this section will later be matched with an outcome and provision in sections E and F.

Section C is about health needs

This section highlights any health needs which are related to your child's SEND. It will be informed by health professionals who know, and have been involved with, your child.

This part of the plan might include details of diagnoses or medication and will list any health conditions or needs that affect your child in their learning.

However, this section should focus on their needs and not just list any diagnosed conditions.

Section D is for social care needs

Section D will identify any social care needs. It will usually be informed by the social care or early help team if they are involved. It will describe the needs of your child when they are out and about in the community or describe what support, if any, they might need with personal care.

Don't be worried or upset if social care needs are included, this doesn't mean that you are being judged as a family or that you need a social worker, it's simply about making sure that you have the help that you need.

Section E lists what you want to achieve

This describes what you will be able to do because of getting the extra help, these are known as outcomes. In this section there will be longer outcomes working towards independent adult life as well as shorter term targets. You might hear the outcomes listed in this section called S.M.A.R.T. targets. This just means **S**pecific, **M**easurable, **A**chievable, **R**ealistic, and **T**imely. They are written by professionals during the assessment process and/or by the nursery/school/college who have got to know you well. This section also lists who is responsible for making sure that the extra help is given (also known as provision).

Section F states what support is needed

For every need listed in Section B, and outcome in section E, there will be information here in Section F saying how and when this will be addressed and what will be provided to do this.

This gives all professionals working with your child a guide to ensure that their approach is the same as everyone else.

This section is legally enforceable, so if you have any worries about things being missed, talk to your officer. This section must be clear and specific. Professionals should be able to pick this up and know exactly what support your child needs.

Occasionally you may read, phrases such as “will have access to, will benefit from”, these are classed as ambiguous or vague and you can ask for these to be amended.

If you think there are other ways better to meet your needs, your officer will work with you to help this to be improved.

Section G details the health support needed

Health professionals will set out their plan to provide the correct provision or training for staff to enable your child to make progress. This will link back to outcomes in section E.

Section H lists the social care support needed

Social Care professionals will provide their plan to describe how best to meet any social care needs. This will also link back to outcomes in section E.

Section I is about the educational placement

This section will be blank in your draft plan.

Once the draft plan has been agreed it will be shared with schools, colleges and/or training providers to make sure that they are able to put the plan into action.

When this is written as a final EHCP this section will name the placement that has been agreed.

Section J details any personal budgets agreed

This is where personal budgets are recorded. You can request a Personal Budget for provision to meet needs written in the EHCP. You will need to fill out a separate request form if you want to ask for a personal budget. This form is available at www.derby.gov.uk/SENDLocaloffer

Section K lists the reports and information used

You might hear this referred to as the ‘appendices’ of the plan.

You should get a copy of all the reports listed here with a new draft, keep them in a safe place. At each review new reports will be added, and you will be given a copy. Check the reports, as the content of the plan will be based on this evidence. Check that all reports are listed, including your own views and any independent evidence you may have sent in.

After each point in the plan there will be a reference such as K1, K2 etc. This tells you which document or report that bit of information has been taken from to make it easier to check this, and to help professionals to refer to the report for any extra information

Section K might also highlight reports and information that are missing from the plan and what the authority intends to do to get access to these reports