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| **Time stamp** | **Transcript** |
| 00:00 | Start of Video |
| 00:02 | What is an Education, Health and Social Care Plan Annual Review |
| 00:06 | An Education Health and Care Plan is meant to be a living document not something that sits on the shelf gathering dust. It should reliably reflect the child or young person’s needs and aspirations.  |
| 00:16 | That’s why the law requires it to be carefully checked each year. This is called the Annual Review. It’s a way of making sure the plan is still correct. |
| 00:25 | Parents and young people should see Annual Reviews as an opportunity to get things changed that are not working as expected; parts F, G, H1 and H2, to update their aspirations (Part A) and if necessary, the outcomes (Part E) and any new concerns or needs to be included (Parts B, C or D) |
| 00:44 | The Annual Review is a legal process which means certain things need to happen before the Annual review meeting takes place and others afterwards. It takes 8 weeks to completed and must be completed by the anniversary of when the plan has first issued or the last review meeting. |
| 00:59 | It can be broken down into 5 steps. Steps 1 and 2 take place four weeks before the meeting. |
| 01:08 | Step 1 is when requests for updated information will be made. This should include information from parents, children and young people, the professionals involved as well as school assessments, notes from meetings over the past year and observations. This is some times referred to as evidence. |
| 01:22 | Step 2 is when invitations are sent out. This must include the parent or young person. This preparation is to make sure all the right people and an up-to-date picture is available for the meeting.  |
| 01:34 | Step 3 is the meeting itself. The Children and Families Act expects the Annual Review meeting to look at things from a person-centred point of view. This means parents, children and young people are fully involved and are able to share their views, wishes and feelings. It must consider progress and plan for what needs to happen in the coming year. The meeting must focus on the following seven points and not just look at how things have gone in the past year in school. |
| 01:59 | It must; Focus on progress made towards achieving outcomes, establish if the outcomes are still appropriate and if necessary agree new ones, review the short-term targets and set new ones, check that the special educational provisions and the arrangements for delivering it, is still appropriate and meaning progress can be made, review any health and social care provision, check if the aspirations have changed, check if the parent/yp would like to request a personal budget. |
| 02:30 | Step 4 – After the meeting, the host or person leading the review must write a report. This should include details of what was discussed in the meeting including any suggested changes and disagreements. This must be sent to everyone who was invited to the meeting and the local authority within two weeks of the meeting taking place. |
| 02:51 | Step 5 – When the local authority receive the report it will make a decision whether the ECHP should remain unchanged, need to be updated or is no longer required. |
| 03:05 | They must inform the parent or young person of their decision no later than four weeks after the meeting.  |
| 03:14 | It is important that parents and young people understand what will happen if they agree to the decision and equally what they can do if they disagree. |
| 03:18 | Parents and young people who require additional support are referred to their local Information Advice and Support Service. Further guidance on the Annual Review process along with examples of good practice relating to Education Health Care Plans can be found at the Council for disabled children website, www.councilfordisabledchildren.org.uk |
| 03:48 | End of Video |