

**Rotherham Parent Partnership Service**  
Action Plan - August 07- March 09

✓	target	Action	person responsible	timescale	resources	Success criteria	Monitoring
1	<b>Working with Parents</b>						
	To define and make known the procedures, policies and roles within the Parent Partnership Service  PPS Service Evaluation 2006/7 Every Disabled Child Matters	1. Provide Minimum Standards as outlined in SEN Code of Practice	All	Aug 07		100% Minimum Standards delivered and evidenced	
		2. 2007/8 Annual Report produced	PW/KH	Sep 08		Annual Report submitted to TK and available on PPS web	
		3. Update Service Handbook	PW/PPS Monitoring Gp	Feb 08		Revised document available through web	
		4. Revise Equalities Action Plan and establish actions to target BME and hard to reach parents who are not accessing the Service <b>Completed April 08</b>	PW	Jan 08		Progress against action plan provided to TK and available on web	
		5. Provide confidential access to EMS <b>Completed Aug 07✓</b>		Sep 07			
		6. Develop and publicise range of information and services to support corporate parents including foster parents and children's home staff and social workers	PW	March 08		Corporate parents informed of the range of SEN Services and procedures	
		7. Up to date information for parents /carers informing them of their rights, roles and responsibilities regarding exclusion is available from any member of PPS	All	Mar 09		All staff access ACE Training	
		8. Establish how many disabled children have been excluded from school in previous 12 month period and level of involvement from PPS.	PW	Feb 08		Provide report to P. Rennie/ TK	

		9. Work with other services to develop strategies for Empowering Parents, maintaining their confidence and reduce dependency on PPS staff	KT	Aug 08		Developments identified and incorporated into Action Plan
		10. Back up verbal advice for parents with written information	All	July 08		Written information based on case records are sent to parents in 10% of referrals
		11. Monitor Service Demand and Capacity	KH/PW	July 08		Report produced and forwarded to TK
		12. With Young Carer's Stakeholder Group review policy and practice to identify, support and inform young carers	PW	July 08		Revised procedures and information available on web

## Information and Publicity

2	<b>INFORMATION</b>					
	Services for Children (Rotherham Safe) 3.9&10. PPS Service Evaluation 2006/7 PIP Service Development Plan	1. Produce Termly newsletter.	All	Mar 08		Autumn and Spring Newsletters produced and distributed
		2. Provide parents of children going through statutory SEN Assessment procedures with information flyer and opportunity to meet on 1-1 or small group basis.	PW	March 08		Implement for 6 month period and monitor impact and future viability
		3. Produce 'Working in Partnership with Parents' Resource Pack to support training programme.	PW	Feb 08		Produce and launch toolkit
		4. Advice that translated copies of documents are available is incorporated on all PPS flyers (Extend the range and formats of information for hard to reach parents). Completed Jan 08	KT	Mar 08		Info on all draft documents ready for reprint
		5. Information specifically aimed at parents with LD is available (Extend the range and formats of information for hard to reach parents).	PW	Apr 08		DVD for parents with LD publicised and distributed to appropriate groups
		6. Review content of resource boxes	All	Aug 08		Contents reviewed, revised information on web

		7. Provide PPS Secondary Transition flyer to all parents of Y5 children on SA, SA+ or with Statements <b>Completed Feb 08</b>	PW/KH	Mar 08		Flyers distributed to each school	
		8. Review content of Website	All	Aug 08		Revised Contents available on web	
		9. Monitor use of website and e.forum	RN/PW	Jan 08		Statistical analysis produced	
		10. Parents in localities have access to a wide range of information delivered in a variety of formats via Locality Teams (see also 4.2), Children's Centres, First Stop Shops and Libraries (Improve the information provision to parents and carers (PIP Plan))	KT	Dec 08		PPS info available to parents/carers within localities	
		11. Update Exclusion information sheets to reflect changes to statutory guidance Sep 07	KT/JW	Feb 08		Revised document available on web	
		12. detailed information regarding exclusion available on website	RN/JW	Feb 08		Information signposted from home page	
		13. Trial a computer 'Drop in' session at a children's centre	RN	Mar 09		Response monitored and future viability assessed	
		14. Trial a workshop (possibly involving LSS staff) for parents of children on School Action within a Cluster	PW	Mar 09		Offer to single cluster and monitor take up	
		15. Produce information sheet on 'Involving your child in decisions' <b>Completed Feb 08</b>	KT	Mar 08		Sheet available on website	
		16. Produce information sheet on transition to Y1 <b>Completed Mar 08</b>	KT	Mar 08		Sheet available on website	
		17. Explore improved links between RMBC and PPS website <b>Completed Mar 08</b>	RN	Mar 08		Link to PPS on RMBC Home page	
		18. Information available via website for parents of children with a new diagnosis of ASD	PW/RN/DN	Sep 08		Coordinated, multi disciplinary information on website	

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## PUBLICITY

To publicise information about available services

*Minimum standard 6  
PPS Service Evaluation 2006/7  
JAR feedback*

1.	Article re PPS published in 'Rotherham Matters'.	KT	Mar 08		Article included
2.	PPS website included in Help section of Rotherham Advertiser	PW	Dec 07		Info included
3.	PPS Website advertised on 'Big Screen'	KT	Mar 08		Info included
4.	Monitor PPS involvement with: <ul style="list-style-type: none"> <li>• Parental requests for assessment</li> <li>• During statutory assessment</li> </ul>	KH/KT	Mar 08		Report produced, circulated to TK
5.	Provide information and raise awareness of the PPS to professionals, parents and support groups. Particular emphasis on BME groups or those with links to hard to reach parents.	All	Mar 09		PPS attendance at range of events
6.	Anonym zed Information from case used in service publicity to illustrate role and services available from PPS	All	Mar 09		Range of publicity documents available
7.	PISW on Transition to primary available to parents of children with and without LD/D <b>Completed April 08</b>	KT	Mar 08		Session publicised through all EY settings.

## Training, Advice and Support

4	<b>TRAINING</b>					
	To provide training for parents/carers, schools, governors, and staff in SEN sections of LEA. <i>Minimum standard 1, 2, 3, 4, 10, 12 &amp; 13</i>	1. Deliver Spring and Summer Parents Information sharing workshops (Transition to Y1 and ASD)	KT -Transition	Sep 08	PPS/ EPS/ Chatham/C Centre Staff	Workshops delivered
		2. Provide training to locality teams on information available through the PPS website and encourage workers to download info to pass directly to parents	All	Mar 09		Training delivered
		3. With planning team devise, secure funding and present SENCO days with a focus on parents	PW	Mar 08	Planning Gp	SENCO training delivered
4. Launch toolkit for professionals on 'Working in Partnership with parents'		PW	Mar 08	PW/BW	Toolkit supplied to all schools	

5	<b>VOLUNTEERS</b>					
	To increase the number of active Independent Parental Supporters. <i>Minimum standard 1 &amp; 11</i>	1. Provide training programme for new and existing IPSs	PW	Sep 08		In house and external training provided
		2. Implement IPS Action Plans for recruitment, training and support of IPSs.	PW	Mar 09		Detailed in Annual Report
3. Recruit and train 3 Independent Parent Supporters		All	Mar 09		3 additional IPS working within the Service	

## Networking and Collaboration

6						
	To establish and maintain contact with voluntary, health and social services <i>C&amp;YPS, PIP Service Plan PPS Service evaluation2006/7</i>	1. Provide information on termly basis to Health and Social Care professionals, schools and groups supporting parents	PW	Mar 09		3 mail shots to groups providing updates
2. Provide accurate and up to date advice and information to service users on local and national practice and policy.		All	Mar 09		Information provided reflects local and national developments, practice and strategy	

		3. Provide accurate and up to date advice via website for particular groups including BME community, Refugee and Asulem seeking families	KT	Sep 08		Accurate and accessible information available on web
		4. Review ASSENT standard letters	KT	Aug 08		Standard letters are accessible and accurate
		5. With C&YP working gp review information relating to LD/D and SEN on the RMBC website	PW	Mar 09		RMBC website information is accessible and accurate
		6. Host Regional Parent Partnership Service Meeting Spring 09.				Regional Meeting arranged.

## Informing Local Policy and Practice

7	<b>INFORMING LOCAL POLICY AND PRACTICE</b>					
	To promote constructive relationships with parents through open communication and exchange of information. <i>PPS Equality and Diversity Action Plan</i> <i>PIP Service Development Plan</i> <i>PPS Minimum Standard 15</i>	1. Improve the levels of participation of parents and carers in developing and evaluating plans and strategies through the development of a Parents Forum (PIP Plan)	PW	Mar 09		Parents contribution and impact publicised
		2. Promote the parent partnership website and e.forum as information and means of 2 way communication	RN	Aug 08		Increased number of parents using forum
		3. E. links, information sheets and resource boxes re exclusions, early years, benefits, meetings and complaints are extended to provide info suitable for parents of C&YP with or without LD/D (Explore and develop broader parent partnership activity (PIP Plan)) <b>Completed August 07✓</b>	All	Sep 08		Publicity circulated to advise of available information

		4. Share facilitation of the Inclusion Parent's Forum with members of the group	PW/KH	Mar 09		Members of Gp involved in admin /facilitation of meetings
		5. Provide feedback on parental concerns and examples of good practice to inform schools and school improvement service	All	Mar 08		Written info to SM
		6. Encourage and enable parents to provide strategic input to SEN strategy and other corporate initiatives via Inclusion Parents Forum  Develop skills and confidence	PW	Mar 09		Parent representatives/input available for all C&YPS strategic groups
		7. Represent Service on range of strategic and groups e.g. Community Special Schools and provide information to parents via Inclusion Parents Forum, Newsletter	PW	Mar 09		Information disseminated to parents
		8. With other services develop strategies to enable the voice and influence of Cand YP to impact on LA work.	PW	Mar 09		Action Plan produced, publicised and actioned

8	<b>EVALUATION</b>					
	To review the effectiveness of the Service we provide and seek feedback from users to inform service development. <i>Children and Young People's Development Plan 12.4 ECALS Equality and Diversity Action Plan 2005/6 - 6.1, 6.3</i>	1. Provide statistical information to inform National benchmarking activity <b>Completed Sep 07</b>	PW/KH	Sep 08	NPPN Benchmarking Activity	Return delivered
		2. To compare service provision using regional and national benchmarking criteria - through NPPN and YHPPO	PW	Feb 08	National and Local PPS Gps	Reports produced re performance against National and Regional PPS
		3. Statistical analysis and summary report compiled from Service user questionnaire, compare with last evaluation and share with TK	KH	Mar 09		Summary report delivered to TK and available on web
		4. Facilitate PPS Monitoring Group Meetings in Mar 08 and Sep 08	PW/KH	Mar 08		Outcome detailed in Annual report

		5. Review Service monitoring of delivery and impact against National guidance and incorporated outstanding actions into Service Development Plan	PW	Mar 08		Update reported in Annual Report
		6. Review Service against exemplifications of Minimum Standards and incorporated objectives into Service Development Plan	PW	Mar 08		Update reported in Annual Report
		7. Amend evaluation forms to capture information re outcomes of PPS involvement <b>Completed Jan 08✓</b>	PW/KH	Jan 08		Revised document in use