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**Terms of Reference for Wakefield SENDIASS (WESAIL) Steering Group**

**Purpose and Aims**

Monitor SENDIASS against IASS Quality Standards

Ensure Arm’s Length Status is maintained

Liaise with SEND Strategic Partnership Group to identify development priorities

Ensure effective engagement with local, regional, and national partners

Ensure effective engagement with Parent/Carers and Children and Young People

Ensure service acts and provides services in accordance with those identified within the SEND Code of Practice.

Identify gaps in service provision

Become a forum to raise and discuss non-confidential common concerns

Review the range of information, support and training provided to SENDIASS staff

Act as a champion and critical friend for the service

Contribute to the SENDIASS element of the WESAIL Continuous improvement Plan and identify key priorities

**Proposed Membership**

The group should be made up by stakeholders of the service (young people, parents & carers, representatives from health, education, and social care) who have an oversight of the development of the Special Educational Needs Disability Information Advice Support Service (SENDIASS) to ensure that the service is in line with the quality standards and developed around the needs of those using the service. The mixed representation allows input from direct experience and direction along with the support from the other stakeholders that might influence strategic decisions.

Suggestions would include but are not prescriptive too -

Wakefield Parent Carer Forum (WPCF)

Other parents/carers

Young Person’s Representative

SEND Strategic Partnership Board Group member

Health (including CAMHS-Child & adolescent mental health service)

Schools (to cover early years to FE-Further education)

SEN Services

Youth Service

YOT-Youth offending team

Carers support services

**Considerations of the Role and Functions of the Steering Group**

Group should meet 3 times per year

Oversight and input into Annual Report

Have a quorate figure to include parental representative

Appointed Chair will be a parent

All members are equal partners and valued

Role of the Chair is outlined

Members are not to act in the interest of their own group, service, or agency

Individual cases will not be discussed, and the chair will use their discretion to ensure individual concerns are taken outside of the meeting

Steering Group has the power to shape service delivery and seek accountability.

All aspects raised or discussed must be confidential

**Outcomes of Group Membership**

Group members will:

Influence how SENDIASS supports parents and Children and young People

Contribute to the production of the Continuous improvement Plan

Identify and seek to address possible gaps in service provision

Act as a critical friend

Work with partner agencies to identify service priorities