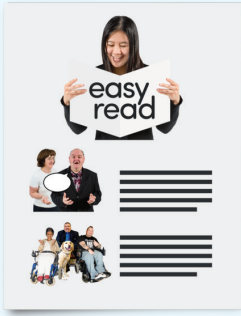




How we will check our work helps children with SEND



Easy read booklet



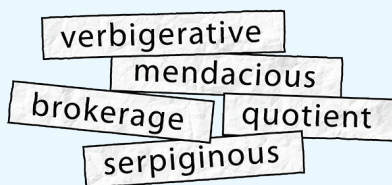
This is an Easy Read version of some information. It has words and pictures.



You might want help to read this booklet. You can ask someone to help you.

words

Some words are **black and bold**. This means we think they are difficult words.



Black and bold words are thicker and darker. We explain what they mean in a box like this.



Some words are **bright blue**. These are links to websites or email addresses. You can click on these links on a computer.

Who we are



We are **Bristol City Council**.

We work closely with

- local services like the NHS, schools and **social care**.
- families in Bristol.



Social care give people help to do everyday tasks.



We want children with **SEND** to get the help they need to be healthy and to learn.



SEND stands for special educational needs and disabilities. Children with SEND need extra help to learn and do day to day activities.

What this booklet is about



To help children with SEND, we made a **SEND Inclusion Plan**.



Inclusion means everyone is included and nobody is left out.

To make sure this helps, we made a **quality assurance plan**.



Our **quality assurance plan** is how we check our work to make sure it is done well.



This booklet tells you about

- our SEND inclusion plan
- our quality assurance plan.

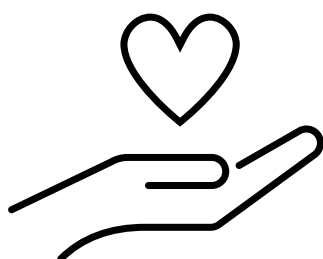
Our SEND inclusion plan



Our **SEND Inclusion Plan** is what we will do from 2024 to 2028.

The plan will help us

- understand what help children and families need
- give children the right help at the right time
- help children feel safe
- help children have an **EHCNA** and get a **care plan**.



EHCNAs are questions we ask you to decide if you need a **care plan**.



A **care plan** says what help you need to learn or to look after your health. Other people read your care plan to know how they can help you.

Our quality assurance plan

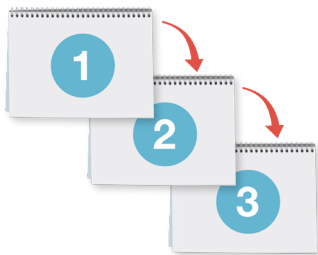


Our quality assurance plan is what helps us think about our work and learn how we can do it better.



It helps us look closely at

- the **processes** of how children get EHCNAs
- if children get good care plans
- **annual reviews.**



A **process** is how to do something, step by step.



An **annual review** is a check once a year to make sure a child's care plan helps them. Annual reviews also check how well staff do their job.

Our principles



Principles are what is important to us and what we believe in.



We think it is important to

- listen to children and families and use what they tell us in our work
- find and share what works well with local services
- learn new skills and use what we learn to make our work better
- **reflect** on our work.



Reflect means think of new ideas and ways to work.

What we will do



We have a 6 step plan to help make our work better.



- ▶ 1. We will make clear rules about how we want staff to work and what we expect from them.



- ▶ 2. We will collect information about how much our work helps children and families.



- ▶ 3. We will look closely at this information to see what we need to do better.



▶ 4. We will share what we learn with staff and local services.



▶ 5. We will use what we learn to change how staff and local services work.



▶ 6. We will check if the changes help.

How we will do it



We thought about what everyone needs to do to make their work better.

What staff will do



Staff will

- make sure they can do their work well
- ask for help if they need it
- use **feedback** to make their work better.



Feedback is when you are told what you did well and what could be better.

What managers will do



Managers are people who are in charge of staff.

Managers will

- tell staff what work they need to do
- check how staff do their work
- give staff feedback
- talk to staff and give them training.



What leaders will do



Leaders will

- work with managers and staff
- look at the work their staff do
- share examples of good work with their team
- help staff reflect on their work.



What services will do



Services will

- do annual reviews to check that children have care plans that help
- do annual reviews to check that staff do good work
- do **audits**.



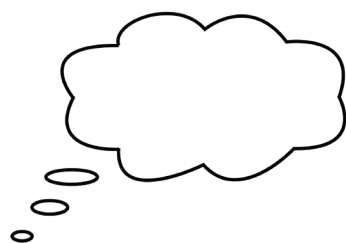
Audits are when work is checked carefully to make sure it is right.



Services need to audit how they do EHCNAs and give care plans to make them better.



If a child's care plan is changed after an annual review, services need to check these changes helped the child.



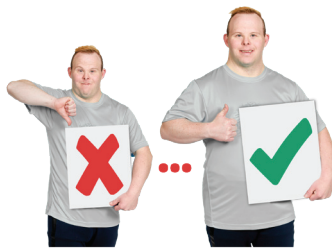
Services need to find ways to learn what children and families think about annual reviews.

What else we will do



We will

- complete a **self evaluation** once a year
- ask children and families what they think about our help
- listen to when people tell us they are happy or unhappy with our help



A **self evaluation** is how we check what we do well and what we need to do better.



We will use what we learn to make our work better.

What happens next



We will write a report about if our quality assurance plan helps.

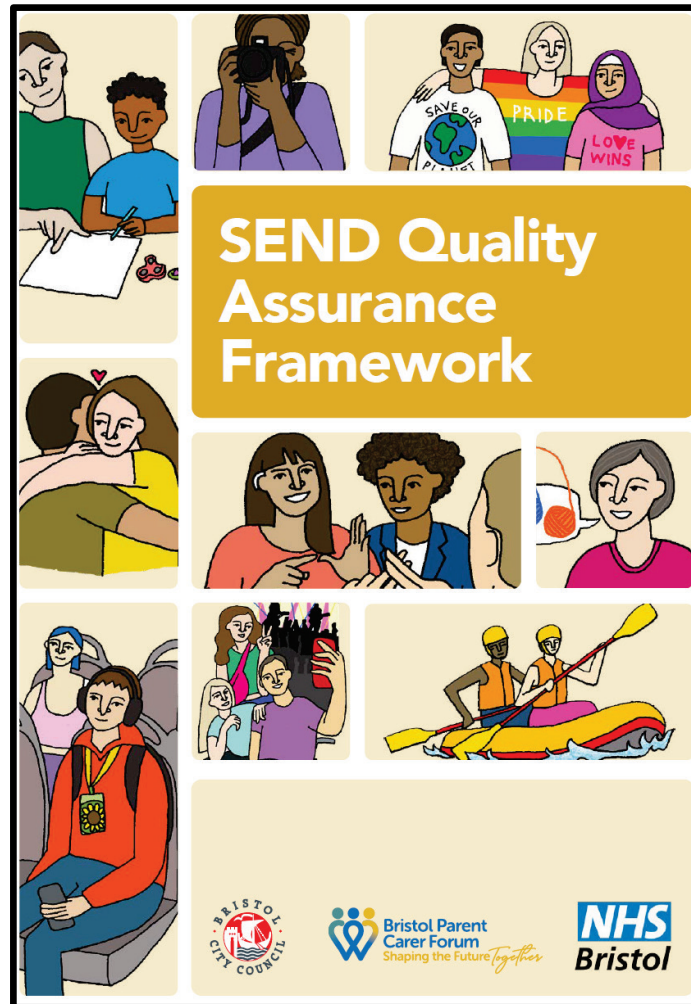


In May 2026, we will look closely at the affect our quality assurance plan has had.



We will think about what else we can do to help children with SEND.

Thank you for reading this booklet



Thank you to A2i for the words
www.a2i.co.uk (reference 43019)

The full version of this document is called
“SEND Quality Assurance Framework.”