



Visits to Schools

Date: 3rd September 2020

# Dear Colleagues

As we start this new academic year and work together to ‘return to normal’, we have compiled a list of the areas and teams within the Children’s Services Directorate of Buckinghamshire Council whose services have been affected by COVID-19.

For each of these services you will find listed:

* A brief outline of the service
* Details of the change to the service as a result of COVID;
* For each team that has direct physical interaction with school (e.g. visits to school sites), details of any changes to how the team will interact with schools and pupils and what (if any) changes will been required of schools;
* Latest contact details for the team.

# For any Buckinghamshire Council team/service area not listed below, there will be no changes to service provision as a result of COVID-19.

Please click on the links below to access the latest information from each of our teams

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**Children’s Social Care Service**

## Service Update:

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| **Brief overview of the service**  | Children’s Social Care has a statutory obligation to safeguard and promote the welfare of vulnerable children and young people, where that child or young person meets the legal threshold to do so. There is also a statutory obligation for partner agencies to play an active part in ensuring children and young people are safe.The local authority’s powers and duties in relation to safeguarding are defined within the Children Act of 1989, 2004 and the Children and Social Work Act 2017. This legislation also sets out the duties incumbent upon other agencies. Section 17 of the Children Act places a general duty to safeguard and promote the welfare of children who are defined as being ‘in need’. Section 47 of the Children Act requires the local authority to investigate the child’s circumstances where they have reasonable cause to suspect that a child is suffering or is likely to suffer significant harm, and to take action to promote or safeguard the child’s welfare. The structure charts attached below detail the responsibilities of each part of the service and the contact details for all managers across the service.  |
| **The impact of COVID on the service** | * On 23rd March 2020, the social care service moved to a model of remote service delivery with the majority of social work activity based on virtual interactions with children, young people and their families. Home visits took place only in circumstances where there was no other way of being confident of the safety of children.
* Virtual contacts were introduced with specific practice guidelines in place to appropriately manage levels of risk for children and young people. These guidelines included measures to ensure that, where possible, direct conversations with children and young people took place alone and also instructed the use of video technology to monitor home conditions. For some cohorts of children, the regularity of contact was increased to ensure risks were managed.
* In addition, enhanced and stringent monitoring of the level of management oversight and activity was put in place to ensure sufficient grip and oversight of those children and young people at significant risk of harm.
* With the passage of time there has been an increase in the number of home visits taking place and from September onwards the service will resume regular home visits for the majority of children and families.
* During this period, the service also increased the use of modern technology for meetings with partner agencies including Child Protection conferences and looked after child reviews. These changes have been received positively and have ensured that strong partnership working has supported all services to monitor and manage the levels of risk for children and young people.
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| **Contact details** | If you would like to discuss any issues directly with team managers, please refer to the attached contact list.  |

## Changes to direct interaction with the team:

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|  | **The service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. | Visits to children and young people to undertake direct work.  | In line with agreed practice standards and statutory requirements, visits to children and young people both in their home and in other settings will resume from September 2020.  | It would be beneficial for schools to continue to support and facilitate any necessary visits by social workers who need to meet and work with children and young people directly. Social work teams will only ask to do so where it is absolutely essential to safeguard the welfare of the child(ren).  |
| Professionals meetings (for example, core groups, child in need reviews or looked after children reviews).  | Where possible and it is appropriate to do so, some statutory professionals meetings (including case conferences, looked after children reviews, core groups and strategy meetings) will continue to take place using modern technology. It is likely that some meetings will be a hybrid model of some participants being socially distanced in a room and others being present on screen. | The social care teams will, where possible, continue to use technology to conduct professionals meetings and it would be beneficial if schools continue to support and engage via these methods. There may be a very small minority of situations where an actual face to face meeting is required and if that is the case, we would ask that the social work team and schools work closely together to facilitate the required meeting. |
| Functions that are not statutory, but where a visit is highly recommended. | N/A | N/A | N/A |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | N/A | N/A | N/A |

**Early Help**

## Service Update

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| **Brief overview of the service**  | The Family Support Service provides a wide range of support to children, young people and families in Buckinghamshire. This includes information, advice and guidance through the Family Information Service, open access sessions and health services for early years children and parents/carers at a network of 16 Family Centres across the county, which also offer a range of support for parents with children aged up to 19 years (or up to 25 years for young people with special educational needs and disabilities). Families can drop in anytime during the week at our three Family Centre Plus sites. All activities at Family Centres are free for children, young people and families.The Service is there for the whole family, not just children but for parents and young people too. Families are able to refer themselves to the service or may be supported by a school, health or other professionals who will make a referral on their behalf. We provide the Early Help support at Universal (Level 1), Level 2 and Level 3 support to children, young people and families. The service can provide support to families and individuals who are facing more complex challenges, through group work or support from a dedicated Family Worker. |
| **The impact of COVID on service provision** | * COVID has meant that we have been unable to do any face to face delivery at any level, unless a specific risk or concern has been raised, but these have been very few and that all our family centres have remained closed.
* Direct work with children, young people and families will restart and increase incrementally from September, we will work within families and partners to identify the most appropriate venue for our visits, which could include family homes, family centres, other local venues and schools (in liaison and agreement with the school)
* We will begin to reopen sites for face to face visits by appointment from the beginning of September with a gradual reintroduction of group sessions, which are appropriate to run, over September.
* We usually offer drop-in sessions at our family centres, including Youth drop in sessions, however due to restrictions we have been unable to continue these. We plan to offer Drop in sessions for families within our family centre + sites from the beginning of September, this will be by appointment arranged by e-mail to the site email (detailed below).
* We have continued to provide online support through BFIS and have provided support through the BFIS duty line.
* The way we deliver our targeted Level 2 & 3 support has been either by phone or using virtual video call methods.
* We have allocated school link workers who a key contact for schools to liaise with if there are concerns for a child or a view that the family need additional support, we have encouraged schools to liaise with their school link worker for advice and guidance prior to submitting a MARF, unless the child is clearly at risk of immediate harm.
* Our monthly Early Help (EH) Partnership Forum is an excellent opportunity for schools to seek advice and guidance of how to support children and families with a range of early help partners who can guide professionals and also offer their support if appropriate. These take place virtually using Microsoft Teams and all schools are welcome to participate and submit cases for discussion.
* We will also be working towards restarting Youth drop-ins.
* Network meetings to work collaboratively with families and professionals will continue to be via virtual communication methods as far as possible, but may need a hybrid approach to facilitate attendance.
* While we want to move towards face to face contact wherever possible there may be some universal sessions that we continue to be unable to run for the foreseeable future, as there are no measures that we can take to enable sessions to restart at this time. However, we will increasingly return to face to face visits and support for children, young people and families within our targeted support from the beginning of September.
* Our website and Facebook pages will provide updates in regards to the timetables of centres and the services we are delivering.
 |
| **Contact details** | If you have any queries at all please liaise with your school link worker, or if you are unsure of their contact details please contact the relevant area team and they will ensure contact is made with you. The details below can also be given to young people and parents to arrange drop in appointments. Chiltern and South Bucks – Newtown FC+ - newtownfcp@buckinghamshire.gov.ukWycombe - Mapledean FC+ - mapledeanfcp@buckinghamshire.gov.uk Aylesbury – Southcourt FC+ - southcourtfcp@buckinghamshire.gov.ukIf you would like more information about the EH Partnership Forum or would like to present a child, young person or family for discussion please contact ehpartnershipforum@buckinghamshire.gov.uk If families would like information or guidance our website is an invaluable source of support [www.bucksfamilyinfo.org](https://eur03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.bucksfamilyinfo.org%2F&data=02%7C01%7Csis%40buckinghamshire.gov.uk%7C5b81a86da27a420d853508d845e47764%7C7fb976b99e2848e180861ddabecf82a0%7C0%7C0%7C637336194837851104&sdata=hjFwgo7BZuO1VEKwRo%2FTH7Si2VIpS3NzJ6n2SRH4xsY%3D&reserved=0) or the BFIS duty team can be contacted 01296 383293. |

## Changes to physical interaction with the team:

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|  | **Elements of your Service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. |  |  |  |
| Functions that are not statutory, but where a visit is highly recommended. | Visiting children, young people and families within school to provide support or hold meetings outside of the school | Location of visits to child, young person and family will be carefully considered and any visits where school is considered the most appropriate location will be discussed directly with the school in the first instance.  | It may be considered that school is the most appropriate venue for FSS to meet with a child or their family. Visits in schools will be subject to school agreement and appropriate adherence to local policies.  |
| Network meeting with family and professionals | Network and/or professional meetings will predominantly be held virtually, though some participants may need to meet in person to enable access to the meeting. This will be managed collaboratively with the most appropriate venue identified, family centres will be considered in the first instance. | No change in requirement, we hope that schools will continue to work with us to identify the most appropriate venue for support to be delivered and meetings. If it is considered a school is the most appropriate venue, arrangements will be made in agreement with the school, and measures will be in accordance with local policies. |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | School link worker visits, where FSS link worker meets with school representative to consider children who are being supported by FSS and discuss any children and give advice and guidance as required and appropriate.  | Link workers will liaise with schools virtually or by phone unless mutually agreed otherwise with the school, usually for a specific piece of work or support.  | No change in requirement, we hope that schools will continue to work with us to identify the most appropriate venue for meetings and support to be delivered. |

**Early Years**

## Service Update

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| **Brief overview of the service**  | The Early Years Service provides a range of support for schools delivering early years education and childcare for children of all ages. The Service provides information, advice and training to schools to support, and improve outcomes, for all young children to reduce inequalities. For example:* Support and advice on all areas of the EYFS, teaching, learning and assessment in nursery and reception
* Special Educational Needs & Disabilities (SEND) information, advice and support for nursery provision
* A high quality Early Years training programme is available for leaders and early years practitioners working in schools
* Advice on Regulatory requirements e.g. qualifications, ratios, space, safeguarding, health & safety, staff management
* Lowering age of admission and business modelling to manage 15 hour (UFE universal free entitlement)and 30 hour (EFE extended free entitlement) places effectively and sustainably
* Early Years focused network support and information sharing meetings. It is planned that many of these will take place virtually in the Autumn term**:**

o Early Years Forum – consultation and discussion on latest changes and key priorities for sector, attended by Cabinet Membero Headteachers Early Years Forumo Early Years Foundation Stage Network Groupso Side by Side Providers in Partnership Network |
| **The impact of COVID on the service** | Support and advice can be offered virtually via Microsoft Team meetings or by phone. Visits can be arranged where schools request it. For example where observations or learning walks would be beneficial to support EYFS practice and teaching and learning for vulnerable children or those with SEND. |
| **Contact details** | In these challenging times the Early Years Service can support schools to unpick government guidance and keep abreast of the changes to assessment and the curriculum framework. Every school has a named Early Years Service Key Contact. Requests for support can be made through your Key Contact or by emailing earlyyears@buckinghamshire.gov.uk  |

Changes to direct interaction with the team**:**

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|  | **Elements of your Service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. | Current planned place planning. High priority regulatory requirements and business planning activates.Statutory moderation, of 25% of schools in a four year cycle. | Where possible meetings will take place virtually, however, on site visits will be necessary on some occasions.  |  |
| Functions that are not statutory, but where a visit is highly recommended. | Support and advice where schools fall into an Ofsted category or where there are high numbers of vulnerable children on role.Advice to schools re SEND.Advice and support to schools around assessment and moderation throughout the year | For some schools advice and support can be offered virtually using Microsoft Teams. | Schools can request visits and indicate if they would prefer on site visits. |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Audit activities and non urgent advice on regulatory requirements and business planning | For non-urgent advice where tours of school’s buildings are not essential, these can be offered virtually using Microsoft Teams. | Schools can request visits and indicate if they would prefer on site visits. |

## Educational Psychology

**Service Update**

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| **Brief overview of the service**  | The educational psychology team (part of Buckinghamshire Council’s Integrated SEND Service) has responsibility for promoting the emotional, social and educational well-being of children and young people aged from 0-25 years, as well as supporting their families and the staff of the educational settings that they attend. This is achieved through providing guidance, advice and supervision at group and systems levels, as well as involvement focussed on individual children and young people. With respect to the latter, educational psychologists are statutorily required to provide psychological information and advice as part of a child or young person’s education, health and care (EHC) needs assessment.We are in the process of expanding our educational psychology offer to schools beyond the completion of statutory assessments, although this remains a central focus for the team. In the early part of the 2020-2021 academic year, we will be using a group supervision/consultation model to engage with schools, which will allow for small networks of SENDCOs or other relevant staff members to participate in half-termly reflection, problem-solving and training sessions. This will also provide all Buckinghamshire schools with a ‘link’ educational psychologist, who can be contacted for help, advice and further signposting. |
| **The impact of COVID on service provision** | COVID-19 and the associated government guidelines has meant that, from September 2020, we will only be carrying out visits to schools and settings where we feel that this is very important for ensuring the quality, accuracy and rigour of our statutory EHC needs assessment work. This means that where the EP offer can be delivered remotely, such as consultation, supervision and training with members of staff, then this will be the case – making use of recognised platforms such as MS Teams. However, it is expected that the vast majority of individual child/young person assessments will require visits to schools and settings, and accordingly this will be the ‘default’ arrangement. The educational psychologists will be following agreed service protocols that have been established to minimise risk for themselves and those children and adults with whom they make contact. Local school arrangements for COVID-19 safety practice will also be adhered to as far as is practicable to do so. |
| **Contact details** | If you would like to discuss Buckinghamshire Council’s educational psychology offer to schools, including details relating to visits to school sites, then please don’t hesitate to contact us a member of the educational psychology management team:

|  |  |  |
| --- | --- | --- |
| **Tim Jones** | Principal Educational Psychologist | Tim.Jones@buckinghamshire.gov.uk |
| **Jenny Feeney** | Senior Educational Psychologist – Aylesbury | Jenny.Feeney@buckinghamshire.gov.uk |
| **Shami Rait** | Senior Educational Psychologist – Chiltern and South Bucks | Shami.Rait@buckinghamshire.gov.uk |
| **Keith Willsher** | Senior Educational Psychologist – Wycombe | Keith.Willsher@buckinghamshire.gov.uk |

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**Changes to direct interaction with the team**

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|  | **The Service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. | None identified. | N/A | N/A |
| Functions that are not statutory, but where a visit is highly recommended. | Individual pupil assessment and intervention, including *in situ* observations and one-to-one engagement. | Educational Psychologists will follow specific service protocols, which have been produced with reference to the latest government guidance. This includes a range of preventative measures, such as the sterilisation of equipment and resources before and after each site visit. | Prior to, and during, their visit, the school should notify the Educational Psychologists of the local COVID-19 safety arrangements, such as the format of any ‘bubbles’ that the EP should avoid breaching. Schools should also make arrangements for appropriate locations to be available for individual pupil work, which are in line with their local safety arrangements. |
| Meetings with parents and members of school staff | Where appropriate, meetings with members of staff and parents will be held remotely (such as via MS Teams), but otherwise the Educational Psychologist will undertake these in a manner consistent with service protocols – including following social distancing measures and wearing a face covering if required. | Schools should make arrangements for appropriate locations to be available for meetings with parents and members of staff, which are in line with their local COVID-19 safety arrangements. For example, rooms should be sufficiently large to allow socially distant meetings, with face coverings provided for parents and staff if required. |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Individual staff supervision and consultation sessions | Sessions will be held remotely, such as via MS Teams. | Continue to make necessary ICT resources and facilities available to staff to enable their participation. |
| Group supervision and consultation sessions | Sessions will be held remotely, such as via MS Teams. | Continue to make necessary ICT resources and facilities available to staff to enable their participation. |
| Staff training | Training will be delivered remotely, such as via MS Teams. | Engage with the training lead in advance of the session to ensure ICT resources and facilities will enable delivery of the session to all relevant staff. |

# Health and Safety

## Service Update

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| **Brief overview of the Service**  | Health and Safety continue to provide support, and advice including delivery of health and safety training.We aim to ensure a safe working environment and assist schools in complying with the legal requirements imposed on them under the various Health & Safety laws and regulations.  |
| **The impact of COVID on service provision** | Training courses and audits in schools have been postponed from March. In the absence of training, Health and Safety have acted as the competent person to assist school through the pandemic. |
| **Contact details** | Health and Safety Team can be contacted on: healthandsafety@buckinghamshire.gov.uk telephone number: 01296 674412 |

**Changes to direct interaction with the team**

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|  | **The service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. | None |  |  |
| Functions that are not statutory, but where a visit is highly recommended. | Health and Safety Auditing Programme  | Auditing will commence again in January 2021 with social distancing in place.  |  |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Health and Safety Training | Health and Safety training which was postponed in March will recommence from September 2020. Delegates who were originally booked on courses will be contacted direct to reschedule. Health and Safety training courses from January 2021 onwards will be advertised on the Schools Web.  | Please note that the number of participants on courses will be reduced to maintain social distancing. Hygiene will be paramount with hand sanitiser, wipes being made available. Copies of notes will be sent via email in advance of the course. Certificates will also be sent by email after the event |
| Check and Chats for new Headteachers to Buckinghamshire Council maintained Schools and those who buy in the health and safety service. | Check and Chats giving information on how to manage health and safety in your school with signposting to our policies, procedures and guidance will be available remotely. The team will be contacting new Headteachers in the September term. | None |

# Human Resources

## Service update

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| **Brief overview of the service**  | The HR Schools Transactions team is a team of 6 people responsible for the input, maintaining and paying of employees across 170 schools and academies . We manage new starters, leavers, transfers, maternity/paternity, absence, expenses, overtime and anything else that may affect an employee’s record (with the exception of tax and pensions). All documents sent into us by the school We are also here to provide guidance and support to School Office staff, School Business Managers, Headteachers and Chair of Governors. Every query will get logged directly to the team and assigned directly to a team member who will be able to give support. We are available via phone or email Mon-Friday 9-5  |
| **The impact of COVID on service provision** | At present all team members are working from home for the foreseeable future. Access remains the same as usual however we do not have the ability to send or receive post so all documents will need to be sent electronically.HR Changes Reports and Gross Cost Listing reports are being distributed as normal. Please keep this in mind during School Holidays.  |
| **Contact details** | HR Service Desk 01296 382233hrservicedesk@buckinghamshire.gov.uk  |

# Integrated SEND Service

## Service Update

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| **Brief overview of the service**  | The central purpose of the Integrated SEND Service, Education, Health and Care (EHC) Coordinators and Assistant EHC Coordinators is to manage statutory processes related to SEND to ensure the local authority is compliant with the SEND Code of Practice and Children and Families Act. Specifically, this is the initiation, case management and oversight of EHCPs, all of which are related to statutory duties. We work with children and young people aged 0-25. EHC and Assistant EHC Coordinators:* Coordinate EHC Needs Assessments and determine whether a CYP requires an EHC Plan
* Determine whether a pupil requires support above a setting’s delegated resources via the High Needs Block Funding (HNBF)
* Consider requests for a change in educational placement, home tuition and alternative provision
* Manage the statutory annual review process of EHC Plans
* Place pupils who have moved into the local authority
* Oversee phase transfers, ensuring places are secured at key transitions, e.g. from primary to secondary school
* Ensure compliance with complaints and SEND tribunals
* Maintain a safeguarding duty to all vulnerable children and young people.
 |
| **The impact of COVID on service provision** | The impact of COVID has meant that EHC and Assistant EHC Coordinators have swiftly moved to delivering the following remotely:* Co-production of EHC Plans
* Chairing/attending annual review meetings
* Liaison with SENCos
* Liaison with parents and carers
* Virtual training sessions for setting staff
 |
| **Contact details** | Each CYP has an allocated EHC Coordinator, as do all settings; contact details can be found at:<https://www.bucksfamilyinfo.org/kb5/buckinghamshire/fsd/advice.page?id=fbD03BpU04U>  |

## Changes to direct interaction with the team:

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|  | **The service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. | Chairing and attending annual review meetings | Annual Review meetings can be held as virtual meetings | None identified  |
| Meetings with SENCos to give advice | Can be held as virtual meetings | None identified |
| Functions that are not statutory, but where a visit is highly recommended. | None identified | None identified  | None identified  |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Training | Virtual training sessions will be held | None identified  |

# Integrated Therapy Service

## Service Update

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| **Brief overview of the service**  | Integrated Therapy Service (OT, Physio and SLT) provide advice and support for children and young people between the ages of 0-19. Since March 2020 the integrated therapy service have been operating under Business Continuity plans as directed by NHS England. This has changed the way in which children and young people have received therapy, with the majority of contact delivered remotely. From September, all children with an EHCP will be prioritised for provision of therapy alongside children and young people with complex health needs. Contact will be a mixture of face to face and virtual depending on the clinical need of the child and following a risk assessment by the therapist. School visits will be offered where appropriate  |
| **The impact of COVID on the service**  | * NHS therapy staff redeployed to support the acute adult services from March –July with services operating on less staff, the focus has been on those children requiring urgent support for complex health needs, feeding and equipment needs
* Routine and non-urgent referrals have been managed through resources and support from an advice line and not direct or face to face input. Routine referrals have not be added to waiting lists and requests for advice and support will be managed through virtual advice sessions running from September
* EHCP provision has been via telephone or virtual contact mainly with home rather than school.
* EHCP needs assessments have been virtual and not included standardised assessments, some assessments will need to be completed within the educational setting to update or confirm provision.
* Therapy groups and universal training have not been operational
 |
| **Contact details** | Amanda Sillitoe, Head of Service, amanda.sillitoe@nhs.netFiona Barry, Clinical Strategy Lead, f.barry@nhs.net |

## Changes to direct interaction with the team:

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|  | **The service** | **Change in team practice** | **Change required from school** |
| Statutory functions that require access to schools. | EHCP assessment (App F)EHCP provision for delivery of therapy | Mixture of virtual and face to face. Risk assessed by therapist depending on need of the child and how best input can be delivered. Therapy staff will be required to wear PPE when working directly with children | Schools will need to provide space for remote/virtual therapy to take place and the technology to use MS TeamsEquipment/toys used by the child will need to be provided by school as therapists will not transfer equipment between settings |
| Functions that are not statutory, but where a visit is highly recommended. | Equipment provision/review or face to face therapy required to support the child | Staff will wear PPEClassroom observations will be possible where clinically needed. To enable efficiency, therapists will book school visits to see a number of different children in the school in the same day.  | Ability for therapists to see children in different classrooms and year groups during a day.Equipment/toys used by the child will need to be provided by school as therapists will not transfer equipment between settings |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Routine referrals will triaged by therapy managers according to service referral criteria, with the majority of referrals managed through advice only Advice sessions or training from a therapist will be virtual | A range of options will be available to schools to upskill staff and to provide child specific advice and support. This will be via MS teams. SLT advice sessions and OT school advice clinics will only be provided via MS teams which schools will be able to book onto  | Use of MS teams |

# Public Health

## Service Update

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| **Brief overview of the service**  | Public Health is about helping people to stay healthy, and protecting them from threats to their health. In Buckinghamshire we want everyone to be able to make healthier choices, regardless of their circumstances, and to minimise the risk and impact of ill health. |
| **The impact of COVID on your service provision** | **All commissioned services to schools** - The Training Effect- Terrence Higgins Trust- Switch Bucks - Peer Support in Schools Service- Active Movement - Public Health PSHE Lead support and guidance continuing as usual. All support including training will be delivered virtually. |
| **Contact details** | If you would like to discuss Buckinghamshire Council’s Public Health offer to schools, including details relating to visits to school sites, then please don’t hesitate to contact the following members of the team:

|  |  |  |
| --- | --- | --- |
| Anita Hazel | Public Health Practitioner (advanced) | anita.hazel@buckinghamshire.gov.uk |
| Carol Stottor | Public Health PSHE Lead | carol.stottor@buckinghamshire.gov.uk |

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**Changes to direct interaction with the team**

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| --- | --- | --- | --- |
|  | **The service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. | None identified. | N/A | N/A |
| Functions that are not statutory, but where a visit is highly recommended. | * Training of staff
* Support for pupils where relevant
 | Online training  | N/A |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | * Training of staff
* Support for pupils where relevant
 | * Online training
* Online support for pupils where possible

Agreement with individual schools for any face to face pupil or staff interaction  | NoneNoneAdhere to risk assessments ( school and service providers ) if working face to face  |

# School Commissioning

## Service Update

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| **Brief overview of the service**  | The School Commissioning undertakes the following functions:* Delivery of the education capital programme
* Strategically planning educational provision that takes account of areas of housing growth and demographic change to ensure the LA meets its statutory duty to provide sufficient school places.
* Negotiation with developers to secure S106 developer contributions for housing schemes
* Taking forward proposed statutory changes to schools
* Agreement on terms of leases between schools and other bodies
 |
| **The impact of COVID on your service provision** | Covid has had a minimal impact on most team functions and service. Key impact has been on capital projects with some works being delayed. Meetings with schools have for the most part been held via MS Teams although some site meetings are still taking place where necessary. |
| **Contact details** | Paula Campbell-BalcombeCommissioner SchoolsEmail: paula.campbell-balcombe@buckinghamshire.gov.ukTel: 01296 382896 |

**Changes to direct interaction with the team**

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|  | **The service** | **Change in team practice** | **Change required from schools** |
| Statutory functions that require access to schools. |  |  |  |
| Functions that are not statutory, but where a visit is highly recommended. | Site visits to assess capital work progress or to assess accommodation matters. | Where possible meetings are taking place via MS Teams but some on site meetings are being undertaken where necessary. | Most meetings will be via MS Teams. Where meetings need to take place on site all COVID requirements/guidance will be followed. |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. |  |  |  |

# School Improvement Service

## Service Update

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| **Brief overview of the service**  |

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| The School Improvement Service is responsible for championing educational excellence across Buckinghamshire by: * Monitoring standards across the County
* Brokering support for schools where needed through Side by Side
* Encouraging good and outstanding schools to take responsibility for their own improvement and to support other schools
* Encouraging local leaders to collaborate and support others
* Signposting where schools can access appropriate support
* Supporting strong school governance
* Tackling underperformance in schools and ensuring high standards
* Intervening where there is underperformance as per Schools Causing Concern Guidance
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| **The impact of COVID on service provision** | The impact of COVID meant that the School Improvement team had to postpone certain large scale, face to face events which were planned for the Spring and Summer team, such as :* The BASL Conference
* Side by Side Conferences
* Executive Director Briefings

In the majority of cases, planned Side by Side support to intervention and prevention schools during the late Spring and Summer terms was postponed, to allow school leadership to focus attention and resources on the school’s COVID plan and response.Liaison Group meetings continued, but were conducted virtually.Attendance at Headteacher interviews continued; in most instances these were conducted virtually.All primary statutory assessments for academic year 2019/20 were cancelled and thus the moderation and monitoring programme for the year was cancelled accordingly.A decision was made by the SACRE to postpone the launch of the new Agreed Syllabus for one year. The current syllabus will be extended by one year, and the new syllabus will be launched for use September 2021. |
| **Contact details** | Please do contact the team if we can be of assistance:Equalities and School Improvement Manager – Yvette Thomas Yvette.thomas@buckinghamshire.gov.ukPrimary School Improvement Advisor – Naureen Kausar naureen.kausar@buckinghamshire.gov.ukSecondary School Improvement Advisor – Georgina Masefield georgina.masefield@buckinghamshire.gov.ukCounty Outdoor Education Advisor – Mike Harwin mike.harwin@buckinghamshire.gov.ukEducation Officer – Katherine Wells Katherine.wells@buckinghamshire.gov.ukBusiness Support Team - sis@buckinghamshire.gov.uk |

## Changes to direct interaction with the team:

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|  | **The service** | **Change in practice for the team** | **Change in practice required from the school** |
| Statutory functions that require access to schools. | Attendance at headteacher interviews | None | School to provide a venue and procedure for Headteacher interviews that meet the needs of social distancing and public health guidance |
| Representing the local authority at Ofsted inspection feedback | None | School to provide a venue for Ofsted feedback session that meets the needs of social distancing and public health guidance |
| Functions that are not statutory, but where a visit is highly recommended. | Headline Visits | Headline visits will take place virtually during the Autumn term, with only the ‘learning walk’ aspect of the visit taking place in person | School to plan learning walks to ensure that they meet the needs of social distancing and public health guidance |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Training, conferences and headteacher meetings | All training, conferences and headteacher meetings will take place virtually for the Autumn term, with the exception of the BASL conference. Should large scale events be permitted in late October, The BASL conference will still take place in Brighton with stringent social distancing and public health measure. | None |
| Individual meetings with Headteachers | These will take place virtually wherever possible | None |

# School Nursing

## Service Update

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| **Brief overview of the service**  | School Nursing service – offering 121 support following referrals into the service. Delivering the NCMP and vision screening from January 2021. Competing health assessments on vulnerable children and young people. Attendance of Child Protection meetings. Continue with School Health advice Clinics that are already established and the exploration of setting up virtual school health advice clinics. To support the School aged Immunisation service deliver the national immunisation programme including flu, DTP, MenACWY and HPV. |
| **The impact of COVID on the service** | During the pandemic a number of staff were redeployed into the acute. These of members of staff are now back within the service. A number of staff were shielding. We had to stop the NCMP and vision screening, School health advice clinics became virtualEnuresis clinics became virtual121s became virtualHealth assessments were virtualSafeguarding including LAC assessments were completed virtuallyThere were some face to face/home visits* For any face to face contact the use of appropriate PPE,
 |
| **Contact details** | Bht.schoolhealth-enquiries@nhs.net  |

**Changes to direct interaction with the team**:

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|  | **Elements of your Service** | **Change in team practice** | **Change required from school** |
| Statutory functions that require access to schools. | School Nursing does not have any statutory requirements within the service | Mixture of virtual and face to face. Risk assessed by school nurse depending on need of the child and how best input can be delivered. School Nursing staff will be required to wear PPE when working directly with children | Schools will need to provide space for remote/virtual therapy to take place and the technology to use MS Teams. |
| Functions that are not statutory, but where a visit is highly recommended. | Safeguarding including LAC.NCMPVision screeningImmunisations121s including assessmentsSchool Health Advice clinics | Staff will wear PPETo enable efficiency, school nurses will book school visits to see a number of different children in the school in the same day where appropriate | Ability for School Nursing team to see children in different classrooms and year groups during a day. |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Non urgent referralsSchool Health advice clinics could be virtually | This will be via MS teams.  | Use of MS teams |

# Specialist Teacher Service

## Service Update

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| **Brief overview of the service**  | The central purpose of the Integrated SEND Service, Specialist Teachers is to promote the successful inclusion and progress of children and young people with SEN to achieve their personal best, working in partnership with settings, parents and other agencies. The Specialist Teachers work with children who have various needs and fall into the broad categories of Cognition and Learning; Sensory & Physical Disabilities and Communication and Interaction.Specialist Teachers:* Liaise with schools and settings regarding the needs of individual pupils
* Provide advice and guidance on how to best meet the Special Educational Needs of individual pupils
* Deliver telephone contact and advice sessions to enable schools to access advice and support on a range of issues;
* Provide statutory support for pupils with an EHCP and where appropriate for those without an EHCP– this support may be delivered within a setting or remotely depending on the needs of the individual case and guidelines issued by Government
* Provide written reports and attend annual review meetings – attendance may be in person following social distancing measures or through remote links (i.e. MS Teams)
* Receive new referrals and arrange contact and consultations with schools
* Advise and schools and parents on strategies in school, remotely or face to face if need be.
* Provide advice on transition for managing changes in routine, preparing to return to school or a new setting (during lockdown or once lockdown eases)
* Maintain a safeguarding duty to all vulnerable children and young people.
 |
| **The impact of COVID on service provision** | The impact of COVID has meant that Specialist teachers have swiftly moved to delivering the following remotely:* Annual review meetings
* Liaison with SENCos to discuss outcomes and progress
* Liaison with schools to give advice on individual pupil needs
* Virtual training sessions for staff
* SEN support plan meetings
* Parent support groups

Direct assessments for some pupils has not been able to take place. |
| **Contact details** | Rupinder Ahluwalia Rupinder.Ahluwalia@buckinghamshire.gov.ukTracey Lloyd Tracey.Lloyd@buckinghamshire.gov.uk Nicky Wills  Nicky.Wills@buckinghamshire.gov.uk |

## Changes to direct interaction with the team

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|  | **The service** | **Change in practice for the team** | **Change in practice required from the school** |
| Statutory functions that require access to schools. | Assessment for writing Appendix F and/or Annual review reports | Specialist Teacher can consult relevant professionals remotely and provided reports | Schools will need to make sure that a room is available if face to face assessments are needed |
| Attending annual review meetings | Annual Review meetings can be held as virtual meetings | Schools will need to make sure that a room is available if face to face assessments are needed  |
| Input to SEND support plans | Can be held as virtual meetings | Schools will need to make sure that a room is available if face to face assessments are needed |
| Meetings with SENCos to give advice | Can be held as virtual meetings | Schools will need to make sure that a room is available if face to face assessments are needed  |
| Functions that are not statutory, but where a visit is highly recommended. | Equipment visits for the Sensory & Physical Disabilities teams | Staff need to check school visitor risk assessment before they visitHand sanitiser/masks and gloves where appropriate for some of the teams will need to be available | Schools will need to think about how to facilitate this and make sure a room is available |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | Training | Virtual training sessions will be held | Schools will need to think about how to facilitate this |
| Classroom observation to recommend strategies to use with a pupil with SEND | Telephone conversations with relevant school staff |  |

# Traded Services

## Service Update

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| **Brief overview of the service**  | Business Development provides Account Management and Customer sales for Traded Services |
| **The impact of COVID on the service** | The Business Development Team have continued to liaise with schools throughout COVID crisis. Whilst some bursars have not been on site and it has been difficult to reach them by phone the team have successfully competed the annual buyback process for 2021/22. |
| **Contact details** | Each school has an allocated account manager from Traded Services or they can contact through the service line on: Email: tradedservices@buckinghamshire.gov.ukWebsite: [https://commercial.buckscc.gov.uk](https://commercial.buckscc.gov.uk/) Direct line: 01296 382094 |

**Changes to direct interaction with the team**:

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|  | **Elements of your Service** | **Change in team practice** | **Change required from school** |
| Statutory functions that require access to schools. | N/A |  |  |
| Functions that are not statutory, but where a visit is highly recommended. | Account management relations | The team has contacted by phone or through MS Teams and held webinars for introductions for new Bursars.  | School to have access to MS Teams or Zoom |
| Functions that usually require a visit but are not time sensitive or that can be met in a different way. | N/A |  |  |