**Education, Health and Care (EHC) Plan Review**

**Child/ Young Person Views – Cover Sheet**

An Education, Health and Care (EHC) plan must be reviewed at least annually.

The purpose of a review is to consider if the contents of a child/ young person’s Education, Health and Care (EHC) plan are relevant or need to change to help them make progress towards outcomes and longer-term aspirations set out within their plan.

This Cover Sheet seeks to capture the views of the child/ young person. This Cover Sheet includes several prompts and templates for use to support the capturing of the child/ young person’s contribution to their Education, Health and Care (EHC) plan review in advance of a review meeting.

**Steps for gathering Child/ Young Person views using this document:**

1. Parents and carers and/ or young people should decide who will capture child/ young person views, and how.
	* Views can be captured in a variety of different formats (including voice clips, Makaton writers and widgets) and languages.
	* Children/ young people may also like to have a friend supporting them to provide their views.
	* A word template including prompts is listed on page 4, alongside links to alternative resources which could be referenced/ used. These resources should be reviewed before deciding how views will be captured.
2. Use the prompts provided on page 3 to guide the conversation or interaction with the child/ young person to gather their views on what is working well, what is not working so well, what is important to them and what will help them to achieve their hopes and dreams. Record the child/ young person’s views within the chosen format.
3. Complete/ update page 5 of this cover sheet. You should complete the ‘how I communicate’ and scaling question with the child/ young person and complete the table to show how and when views have been recorded.
4. Share this cover sheet and the recorded child/ young person views (in whichever format has been chosen) with the education setting coordinating the Education, Health and Care (EHC) plan review. The completed child/ young person Views will then be shared with everyone attending the meeting at least 2 weeks before the scheduled Education, Health and Care (EHC) plan review meeting.

Further information about the Annual Review process can be found on the Suffolk Local Offer website: [Annual Reviews - Suffolk SEND Local Offer (suffolklocaloffer.org.uk)](https://www.suffolklocaloffer.org.uk/education/education-health-and-care-needs-assessments-and-plans/annual-reviews)

The Suffolk Local Offer website includes links to other templates to capture views as part of the EHCP Review process. This includes the Family Views form, and the Preparing for Adulthood Plan (required to be completed for young people in year 9 and above, please also see the [transitions guide](https://www.suffolklocaloffer.org.uk/news-and-developments/latest-news/latest-edition-of-the-preparing-for-adulthood-transitions-guide-now-available) for further information).

[SENDIASS](https://suffolksendiass.co.uk/) provides impartial information, advice and support for children, young people and their families, including about approaches to person-centred planning; [Person-centred planning - Suffolk SENDIASS](https://suffolksendiass.co.uk/education/child-young-persons-voice/person-centred-planning/).

SENDIASS have also produced the following easy-read documents, which may be helpful to share with young people you are working with:

* [Support to get your voice heard](https://suffolksendiass.co.uk/wp-content/uploads/2024/05/Support-to-get-your-voice-heard-easy-read.pdf) - information leaflet in Easy Read (PDF)
* [Annual Review of your Education, Health and Care Plan – easy rea](https://suffolksendiass.co.uk/wp-content/uploads/2024/07/Annual-Review-of-your-Education-Health-and-Care-Plan-easy-read.pdf)[d](https://suffolksendiass.co.uk/wp-content/uploads/2024/07/Annual-Review-of-your-Education-Health-and-Care-Plan-easy-read.pdf) (PDF)

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**Please ensure that the following prompts are used when gathering Child/ Young Person Views for any format used:**

Please use the following as a check list, ticking the boxes as you complete the prompts to ensure you have done all that you can to gain the child or young person’s voice and capture an understanding of answers to the following prompts using the chosen method.

|  |  |
| --- | --- |
| **Good things** |  |
| * What is going well for you right now? This might be about learning, home, friendships and getting out and about etc.
 | [ ]  |
| * What do you think other people, or your friends might say you are good at or doing well at?
 | [ ]  |
| * Is there anything that you feel you are getting better at? Are there any things that you’ve done or are still doing that you’re proud of?
 | [ ]  |
| * Is there something or someone that has really helped you or is helping you?
 | [ ]  |
| **Things that aren’t as good as they could be** |  |
| * What are the things that you find a bit tricky or that aren’t perhaps going so well for you right now? This might be about learning, home, friendships, getting out and about etc.
 | [ ]  |
| * Is there anything you’d change if you could?
 | [ ]  |
| * How would you finish this sentence: “Things would be even better if...”?
 | [ ]  |
| * Is there anything worrying or upsetting you?
 | [ ]  |
| **Hopes for the future** |  |
| * What are your hopes for the next year; what do you really want to be able to do or have or feel within the next year?
 | [ ]  |
| * What is important to you now and in the future?
 | [ ]  |
| * What are your dreams for your future?  Are there any things that you’d love to be able to do / see / have?
 | [ ]  |
| * What do you think you would like to do when you are older?
 | [ ]  |
| **Next Steps** |  |
| * Is there something that (someone could do) that could make your day better?
 | [ ]  |
| * What is the most important thing to you to get help with first do you think? What might help with this?
 | [ ]  |
| * When you think about your hopes for the next year, what do you think will help you to work towards them?

**Resources/ templates to support capturing Child/ Young Person Views:**This resource bank has been put together to support the capturing of child/ young Person views. However, you or the child may wish to use a different format. Views can also be captured in a variety of different formats including voice clips, Makaton writers and widgets. Please ensure that all prompts listed on page 3 are addressed when capturing views using the chosen method.

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| --- | --- |
| [EHCP child / young person views](https://www.suffolklocaloffer.org.uk/asset-library/EHCP-Child-Young-Person-Views-v1-1.docx) | Suffolk County Council Child/ Young Person Views Form template with prompts  |
| [Resources for gathering CYP voice pack (suffolk.gov.uk)](https://www.suffolk.gov.uk/asset-library/resources-for-gathering-cyp-voice-pack1.pdf) | Suffolk County Council Psychology and Therapeutic Services: Gathering a Child or Young Person’s voice resources |
| [all\_about\_me\_template.docx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fsuffolksendiass.co.uk%2Fuploads%2Fall_about_me_template.docx&wdOrigin=BROWSELINK)[notes\_for\_using\_all\_about\_me\_template](https://www.suffolksendiass.co.uk/uploads/notes_for_using_all_about_me_template.pdf) | [SENDIASS](https://suffolksendiass.co.uk/)’s ‘All about me’ template and notes for use |
| [CYP.leaflet.indd (councilfordisabledchildren.org.uk)](https://councilfordisabledchildren.org.uk/sites/default/files/uploads/files/CYP.4pp.HI-RES.pdf) | Council for Disabled Children youth advisory group FLARE’s Education, Health and Care plan (EHCP) resource |
| [Person-Centered Thinking Tools - Helen Sanderson Associates](https://www.helensandersonassociates.com/person-centered-thinking-tools/)[Online Support Series: An Introduction to Person Centred Planning (youtube.com)](https://www.youtube.com/watch?v=bn1T94yAEO4&list=PL5mWANqhaX7R0wRnXMWb9k2qZGBk3fK3Q&index=8&t=10s) | Helen Sanderson Person-Centred Thinking ToolsSuffolk County Council Psychology and Therapeutic Services: An Introduction to Person Centred Planning Video |
| [Solution-focused practice toolkit: helping professionals use the approach when working with children and young people (nspcc.org.uk)](https://learning.nspcc.org.uk/media/1073/solution-focused-practice-toolkit.pdf) | NSPCC Solution-focused practice toolkit for working with children and young people See 10: Appendix (Page 90) for resource bank |
| [The Ceds – Children's Exploratory Drawings](http://theceds.co.uk/) | Children’s Exploratory Drawings |
| [highland-council-psychological-service-tools-for-gathering-the-views-of-children-and-young-people-may-2020.pdf (education.gov.scot)](https://education.gov.scot/media/zzwandoz/highland-council-psychological-service-tools-for-gathering-the-views-of-children-and-young-people-may-2020.pdf) | Tools for gathering the views of children and young people by the Highland Council Psychology Service |
| [What matters to you? Activity for 4-11 year olds (childrensmentalhealthweek.org.uk)](https://www.childrensmentalhealthweek.org.uk/families/what-matters-to-you-activity-for-4-11-year-olds/)[What matters to you? Activity for 11-18 year olds (childrensmentalhealthweek.org.uk)](https://www.childrensmentalhealthweek.org.uk/families/what-matters-to-you-activity-for-11-14-year-olds/) | Place2Be’s Creative Activity for 4-11 year olds and 11-18 year olds |
| [Social stories and comic strip conversations (autism.org.uk)](https://www.autism.org.uk/advice-and-guidance/topics/communication/communication-tools/social-stories-and-comic-strip-coversations#H2_11) | National Autistic Society’s Introduction to Social Stories |

|  |  |
| --- | --- |
|  Child/ Young Person’s name  |   |

 | [ ]  |

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| **Do you think the extra support you're getting is helping you to make progress?***Children/ Young People may need this question to be adapted to support them to answer* |
| IPhone 6 Apple Color Emoji Smiley Emoticon, PNG, 640x640px, Watercolor ...Yes, a lot​ [ ]       Smiley Clipart Apple - Emoji Smile, HD Png Download , Transparent Png ...Yes, a little​ [ ]  ​     Download Super Sad Iphone Emoji Image - Sad Ios Emoji Png, Transparent ... No [ ]   Don’t know [ ]  No response [ ]   Comments:  |

|  |  |
| --- | --- |
| How I communicate and make decisions*For example, sign language, visual prompts, additional processing time, familiar adults* |  |

**Please indicate how Child/ Young Person Views have been captured:**

Please list all attachments in the table below; you may choose to include more than one format or occasion when child/ young person views have been recorded. This can include resources and achievements completed throughout the year.

|  |  |  |
| --- | --- | --- |
| **Date** | **Format used (eg; word template, voice recording, drawing)** | **Child/ Young Person supported to share views by (name and role)** |
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