

## THE CO-ORDINATED SUPPORT PLAN (CSP): HOW TO REQUEST ONE AND WHAT HAPPENS NEXT

### WHO CAN MAKE A REQUEST FOR CONSIDERATION FOR A CO-ORDINATED SUPPORT PLAN ?

Parents, professionals or a young person themselves may request that thought is given to assessing a child or young person's Additional Support Needs and compiling a Co-ordinated Support Plan (CSP). The request must include the reasons why an assessment may be appropriate and should be accompanied by any relevant information which would support this. The request must be put in writing or some other permanent format, such as e-mail, and sent to the Area ASN Manager.

### WHAT HAPPENS NEXT?

- The Area ASN Manager will acknowledge the request, in writing, and refer it to the relevant **Child's Plan Group** for discussion as to whether or not the request is reasonable.
- The **Child's Plan** meeting should include professionals currently involved with the support of the child or young person, parents and the child or young person if appropriate, so that an informed discussion can take place.
- The meeting will use an assessment tool (a form) to help them make their recommendation as to whether or not the child or young person appears to meet the criteria for a Co-ordinated Support Plan.
- If it is decided that they **do not** appear to meet the criteria for a CSP, the Area ASN Manager will be notified so that he/she can formally write to the parents and young people or referring professional regarding the decision and the reasons behind it.
- If it is decided that the child or young person **does** appear to meet the criteria for a CSP the meeting will prepare the information required for a "Notice of Proposal". This "Notice of Proposal" letter is the formal trigger to seek advice on the drawing up of a possible CSP. The Chair of the meeting will send this information to the ASN Manager.
- The ASN Manager will complete the "Notice of Proposal" letter and send it out to the parents and young person if appropriate. This is the formal notice indicating that a CSP is being considered
- A CSP Co-ordinator will also be appointed at this meeting to be the key contact for parents, child/young person and professionals as the process moves forward.

## WHAT DOES THE CSP CO-ORDINATOR DO?

The CSP Co-ordinator may be from education or they may be someone who has more of a key role with the child or young person and their family with regard to the Additional Support Needs in question, for example a social worker or health professional. They will be involved in drafting the CSP with the ASN Team and keep an overview of the support set out in the CSP.

## ASSESSMENTS

Parents and young people can request relevant assessments when consideration is being given to assess a child's needs to determine the need for a CSP.

The CSP Co-ordinator will make contact with parents, the child and or young person to discuss the "Notice of Proposal" and what assessments they feel relevant and what they feel should be included in the plan. The Education Authority must follow up the assessments requested unless they believe the request to be unreasonable. If a request for an assessment is refused the Authority must inform the parents or young person of its decision and give the reason why. Parents and young people must also be advised of their right to appeal. (see Information Sheet 10).

The ASN Manager will send "Requests for Assistance" forms to all agencies/services from whom assessments, examinations, advice or information have been requested.

**All agencies/services must respond within 10 weeks from the date the request for information is sent and must go over their reports and findings with the family.**

The ASN Manager will write to the parents, professionals and the young person to inform them whether a CSP is to be drawn up.

The CSP Admin team will collate the information and advice returned by the agencies/services making assessments and send this to the CSP Co-ordinator. When a CSP is to be drawn up the ASN Manager will then draft a Co-ordinated Support Plan based on this information. This draft plan will be shared with the parents, child or young person in order that their views can be included. The ASN Manager will then arrange to meet with the family and sign off the CSP.

This will be a small meeting kept as informal as possible. (see Information Sheet 8)

## HOW LONG SHOULD THE PROCESS TAKE?

A signed copy of the final plan will be sent to parents within approximately 16 weeks of the 'Notice of Proposal'. If the Education Authority becomes aware that the 16 week time limit is unlikely to be met, the Authority must write and explain to the parents or the young person the reason for this delay and set a new date for the completion of the process. The regulations do not specify what the new time limit should be but state that it should not exceed a further 8 weeks, or by longer than is necessary in the circumstances. This is to allow for individual circumstances surrounding the delay to be taken into consideration.

The delay may come about due to:

- The child's parents or the young person making a request for a particular type of assessment or examination and that cannot take place or
- the results will not be available, before the end of the 16 week period or
- The Education Authority have asked an appropriate agency or other persons for help and they have not been able to respond in time.

However the total time taken for the completion of a CSP should **not exceed 24 weeks**.

### **WHO WILL HAVE ACCESS TO THE CO-ORDINATED SUPPORT PLAN?**

The Authority's copy of the CSP will be held by the Area ASN Manager, a copy sent to the parents and the young person, all the professionals involved in the Plan. A further copy will be kept at the school attended by the child or young person.

The CSP is a confidential document and should not be given to anyone other than those who have a professional requirement to see or have a copy of it but it should be used and referred to on a regular basis by those working with the child or young person.

The Area Care & Learning office will retain a copy should parents wish to see it there.

### **WHAT ABOUT OTHER PLANS AND REVIEWS?**

Where a plan is required to meet a child's needs (not just educational needs) a Child's Plan will be put in place to pull all the information and contacts together.

## CONTACT DETAILS

### AREA ADDITIONAL SUPPORT NEEDS MANAGERS

**SOUTH (INVERNESS, NAIRN, BADENOCH & STRATHSPEY)**

The Highland Council Headquarters,  
Glenurquhart Road,  
Inverness,  
IV3 5NX  
Tel: 01463 702074

**NORTH (CAITHNESS, SUTHERLAND)**

Caithness House,  
Market Place,  
Wick,  
KW1 4AB  
Tel: 01995 609604

**MID, EASTER ROSS & BLACK ISLE**

Council Buildings,  
Strathpeffer Road,  
Dingwall,  
IV15 9QN  
Tel: 01349 868603

**WEST, WESTER ROSS, SKYE, LOCHALSH & LOCHABER**

Fingal Centre  
Dunvegan Road  
Portree  
IV15 9EE  
Tel: 01478 613697

**School:****Telephone Number:****Co-ordinated Support Plan Co-ordinator****Telephone Number:****Name:****ASN Manager****Telephone Number:****Name:**