

SLOUGH BOROUGH COUNCIL

TRANSITION FORUM

YOUNG PEOPLE WITH LEARNING DIFFICULTIES AND DISABILITIES AND/OR COMPLEX HEALTH NEEDS

Terms of Reference

Purpose

To track and monitor the needs and aspirations of young people with learning difficulties and disabilities and/or complex health needs (including mental health) to ensure they have a smooth transition to adulthood; identifying service deficits to support effective planning and commissioning.

Objectives

- (1) To collate and share data about young people from age 13 (Year 8) to age 25 to ensure planning is in place well in advance of transition.
- (2) To monitor completion of Learning Difficulty Assessment and from September 2014. update Education, Health and Care Plans.
- (3) To identify gaps in services/provision/skill development for young people and report regularly to the Strategic Transition Partnership to support the planning and commissioning process.
- (4) To share information with local colleges/FE providers to support inclusivity and develop local capacity to reduce reliance on out of area placements.
- (5) To ensure that young people and their families receive accessible information in a timely fashion through monitoring of the Local Offer (to be published from September 2014)

NB: Detailed planning for individual young people should take place in an individual person centred review meeting involving the young person and their parents/carers.

Frequency of Meetings

The Transition Forum will meet termly i.e. three times a year. The meeting in the autumn term will receive a new data set from the Early Years, School Services and Special Needs Service to reflect the new school year. This is likely to be a longer meeting when the new cohort is first considered. The meetings are likely to take place mid October, early February, mid May and a catch up meeting can be held in June if necessary.

Attendance

Team Manager, CTPLD, Community and Well Being
Practice Manager/ Consultant Practitioner from the Early Years, School Services and Special Needs Service (Social Care)
SEN and Disabilities Team Manager, from the Early Years, School Services and Special Needs Service (SEN)
Representative from Services for Children and Young People in Care and Leaving Care
SEN Careers Adviser
Representative from Arbour Vale School
Representative from East Berkshire College
Specialist Nurse, PCT
Transition Social Worker
Representative from CAMHS
Representative from Adult Social Care Team – Learning Disabilities and Long Term
Representative from Community Mental Health Team

The Forum will be chaired by the SEN and Disabilities Team Manager, Early Years, School Services and Special Needs Service.

Record Keeping

The database will be maintained by the Early Years, School Services and Special Needs Service (SEN). Separate action notes may be made at each meeting in accordance with needs.

Review

These Terms of Reference will be reviewed in January 2015 and annually thereafter.

Chris Aston

Head of Early Years, School Services and Special Needs

May 2014