

# SPECIAL EDUCATIONAL NEEDS AND DISABILITY (SEND)

## COMPETENCIES FRAMEWORK FOR EDUCATION AND SOCIAL CARE PROFESSIONALS

### WORKING IN CROYDON

**Corporate Induction**  
Statutory and Mandatory Training Compliance  
<http://croydon.learningpool.com/>

**Corporate Induction Checklist**  
<https://lbcccloudadcroydongov.sharepoint.com/sites/col-15/lod/Documents/Induction%20Checklist%202018.docx>

Level	Cohort of Staff	Requirements for CPD	Competencies	Training, Activities and Resources	Date of completion/ Evidence
<b>Level 1</b>	All education and social care professionals who come into contact with children/young people with SEND and their families	<b>A minimum of 90-minute learning session (which can be broken down into shorter session as required).</b> The session should be included in the general <b>staff induction programme</b> or <b>within two weeks of taking up</b>	Awareness of and increase in understanding of: <ul style="list-style-type: none"> <li>What SEND means</li> <li>Legislation and duties around SEND</li> <li>The challenges faced by CYP and their families, and how they can be supported</li> <li>Where do find more information about SEND in your local area</li> </ul>	SEND Basic Awareness training, Council for Disabled Children:  <a href="#">Level 1: SEND Basic Awareness   Council for Disabled Children</a>  Level 1 can be completed at induction and Level 2 at first appraisal:	

		<p><b>post</b> within a new organisation.</p> <p>Over a <b>three-year period</b>, you <b>must</b> complete level <b>1 refresher session</b> equivalent to a <b>minimum of 1 hour</b>.</p>	<ul style="list-style-type: none"> <li>• Key principles for working with CYP with SEND, with a focus on Inclusion, Co-production/ personalisation and Advocacy.</li> <li>• Key processes which support CYP with SEND, with a focus on Education, Health and Care Plans (EHCPs)</li> <li>• Roles and responsibilities in a multidisciplinary team</li> <li>• The Croydon Local Offer and how it can be access.</li> <li>• What is Croydon Locality SEND Support (CLSS)</li> </ul>	<p><a href="#">Level 2: SEND Basic Awareness   Council for Disabled Children</a></p>	
				<p><b>EHC Needs Assessments and Annual review template</b> for Professionals contributions to EHCPs</p> <p><a href="#">Education, Health and Care Needs Assessment and Annual Review Templates</a></p>	
				<p><b>Croydon's Local Area Mainstream Offer:</b></p> <p><a href="#">Croydon Local Area Offer for Pupils with SEND v5 August 2024 with self referral links -.docx</a></p>	
				<p><b>Who we are and who to contact:</b></p> <p><b>Croydon Local Offer Website:</b> <a href="#">Croydon Local Offer</a></p> <p><b>SEND Non- Statutory and Statutory Services:</b> <a href="#">SEND and AP Local Area Partners</a></p>	

<p><b>Level 2</b></p>	<p><b>All education professionals</b> who contribute to assessing, planning, intervening and/ or evaluating the needs of a CYP <b>with SEND</b>: i.e., educational setting staff, Senior leaders, SEND Team –EHC Plan Coordinator and Team Leaders and Parent/carer.</p>	<p><b>Over a three-year period</b>, professionals must be able to demonstrate education, training, reflection, and learning equivalent to a <b>minimum of 4 hours</b> for those requiring Level 3 core knowledge, skills and competencies <b>(to be included in staff annual appraisal)</b>.</p> <p><b>A mandatory session of at least 60 minutes</b> duration must be included in the general staff <b>induction programme</b> or completed <b>within six weeks of taking up post</b></p>	<p>Understanding of:</p> <ul style="list-style-type: none"> <li>• EHC needs assessment and the process including statutory timelines.</li> <li>• Children and Families Act 2014 graduated approach</li> <li>• Annual reviews</li> <li>• Ordinarily available provision</li> <li>• SEND Tribunals</li> <li>• SEND Local Offer – Provisions</li> <li>• Preparing for adulthood outcomes and the transition stages into adult services</li> <li>• Decision, capacity and introduction to Liberty Protection Safeguards</li> <li>• Quality Assurance Framework</li> <li>• Meaning awareness of Co-production</li> </ul>	<p><b>Training sources:</b></p> <p><b>Attendance</b> at specialist SEND Training/Workshops delivered by the Croydon DCO /SEND Transformation/ IPSEA</p> <p>Or</p> <p>Use a <b>combination</b> of Online resources (below), learning reflections including appraisals, safeguarding or clinical supervision, peer-to-peer learning, personal development plans.</p> <p><b>SEND Learning and Development:</b></p> <p><a href="https://sharepoint.croydon.gov.uk/SEND%20L&amp;D">SEND L&amp;D - Home (sharepoint.com)</a></p>	
-----------------------	--	--	---	--	--

		within a new organisation.		<p><b>Council for Disabled Children (CDC):</b></p> <p><a href="#">Level 2: SEND Basic Awareness   Council for Disabled Children</a></p> <p><a href="#">Ordinarily Available Provision: Thresholds and expectation of schools and settings   Council for Disabled Children</a></p> <p><a href="#">Holistic Outcomes in EHCPs   Council for Disabled Children</a></p> <p><a href="#">Delivering Quality Annual Reviews   Council for Disabled Children</a></p> <p><a href="#">Decisions, capacity, and an introduction to Liberty Protection Safeguards   Council for Disabled Children</a></p>	
				<p><b>NDTi:</b></p> <p><a href="#">Preparing for Adulthood: All Tools &amp; Resources - NDTi</a></p>	
				<p><b>IPSEA:</b></p> <p><a href="https://www.ipsea.org.uk/Pages/Category/get-support">https://www.ipsea.org.uk/Pages/Category/get-support</a></p>	

				SEND Funding – Explained	
				<a href="#">High needs funding: 2024 to 2025 operational guide - GOV.UK (www.gov.uk)</a>	
	<b>All social care</b> professionals who contribute to assessing, planning, intervening and/ or evaluating the needs of a CYP with SEND:		Develop your understanding of the role of social care within the SEND System by: <ul style="list-style-type: none"> <li>Improving understanding of the SEND system</li> <li>Increasing knowledge of the relevant legal frameworks underpinning social care input in the SEND system</li> <li>Improve understanding of the role of social care in EHC needs assessment and planning.</li> <li>Understand the legal framework underpinning the provision of good quality social care advice and information.</li> </ul>	<b>Training sources:</b>  <b>SEND Learning and Development:</b>  <a href="#">SEND L&amp;D - Home (sharepoint.com)</a>	
				<b>Council for Disabled Children (CDC):</b>  <a href="#">Social Care and SEND   Council for Disabled Children</a>  <a href="#">Decisions, capacity, and an introduction to Liberty Protection Safeguards   Council for Disabled Children</a>	
				<b>Department of Education (DfE):</b>  <a href="#">SEND: guide for social care professionals - GOV.UK (www.gov.uk)</a>	

				IPSEA:  <a href="https://www.ipsea.org.uk/Pages/Carecategory/get-support">https://www.ipsea.org.uk/Pages/Carecategory/get-support</a>	
<b>Level 3</b>	<b>Senior Roles:</b> DCO/DMO, SEND Transformation Leads, ICB Executive Lead for SEND, Senior Responsible Officers for SEND, Senior Children's Commissioning team.	<b>Over a three-year period, a minimum of 12 hours</b> of education, training, learning and reflection.	Understanding of: <ul style="list-style-type: none"> <li>• Joint commissioning and integrated services</li> <li>• Personal Health Budgets and Personal Budgets</li> <li>• Strategic framework for SEND</li> <li>• SEND inspections</li> <li>• Learning from SEND tribunals: single route of redress</li> <li>• Role of the DMO / DCO</li> <li>• Regional and National changes in SEND guidance and legislation</li> </ul>	<b>Specialist training, conferences and events</b> organised by <b>Council for Disabled Children (CDC), NDTi, IPSEA, DfE, NHSE, LIIA and other National / Regional/ Local Groups</b> on SEND issues and Government updates, guidelines and legislation.  Sign up for <b>updates</b> from these agencies to keep up to date with latest events, guidance, legislation and training.	

We value your input! Please take a few moments to provide feedback on the SEND Induction and Competencies Framework via the Google Form linked below. Your feedback is essential in helping us review and adapt the framework to ensure it meets the needs of our partners across the Croydon SEND local area. Together, we can continue to improve and deliver the best outcomes for children and young people with SEND. Thank you for your support!

[Induction and Competencies Framework Feedback Form](#)